

<b>AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT</b>				1. CONTRACT ID CODE		PAGE <b>1</b> OF <b>2</b>	
2. AMENDMENT/MODIFICATION NO. <b>PO04</b>		3. EFFECTIVE DATE <b>07/31/2015 12:12:00 PM</b>		4. REQUISITION/PURCHASE REQ. NO. <b>21433766</b>		5. PROJECT NO. (If applicable)	
6. ISSUED BY <b>GSA/FEDSIM Acquisition (QF0BBA)</b> <b>1800 F Street, NW, 3100</b> <b>Washington, DC 20405</b> <b>Contract Specialist Name: Brittney V. Chappell</b> <b>Contract Specialist Phone: 703-605-3174</b>				7. ADMINISTERED BY (If other than item 6) CODE			
8. NAME AND ADDRESS OF CONTRACTOR (No., Street, County, State and ZIP Code) <b>COMPUTER SCIENCES CORPORATION</b> <b>3160 FAIRVIEW PARK DR</b> <b>FALLS CHURCH, VA, 220424516</b> <b>Phone: (703) 641-2544 Fax: (703) 849-1002</b>				(X)		9A. AMENDMENT OF SOLICITATION NO.	
				<b>X</b>		9B. DATED (SEE ITEM 11)	
						10A. MODIFICATION OF CONTRACT/ORDER NO. <b>GS00Q09BGD0025 / GSQ0015AJ0043</b>	
						10B. DATED (SEE ITEM 13) <b>03/10/2015</b>	
CODE		FACILITY CODE					
<b>11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS</b>							
<input type="checkbox"/> The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers <input type="checkbox"/> is extended, <input type="checkbox"/> is not extended. Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods: (a) By completing items 8 and 15, and returning ____ copies of the amendment; (b) By acknowledge receipt of this amendment on each of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGEMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and data specified.							
12. ACCOUNTING AND APPROPRIATION DATA (If required) <b>Fund Citation: 299X. A00VR290. F2. 25. C01. H08 Total Amount of MOD: \$866,765.00</b>							
<b>13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS.</b> <b>IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.</b>							
A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.							
B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).							
C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:							
<b>X</b> D. OTHER (Specify type of modification and authority) <b>FAR 52.232-22 Limitation of Funds</b>							
E. IMPORTANT: Contractor <input checked="" type="checkbox"/> is not, <input type="checkbox"/> is required to sign this document and return ____ copies to the issuing office.							
14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.) <b>The purpose of this modification is to provide incremental funding and update Sections B and J Attachment G of the conformed version of the Task Order. See the attached SF30 continuation page, conformed version of the Task Order, and Section J Attachment G Incremental Funding Table.</b>							
Except as provided herein, all terms and conditions of the document referenced in item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.							
15A. NAME AND TITLE OF SIGNER (Type or print)				16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)			
				<b>Robert J Wade</b>			
15B. CONTRACTOR/OFFEROR		15C. DATE SIGNED		16B. UNITED STATES OF AMERICA		16C. DATE SIGNED	
				<b>Robert J Wade</b>		<b>07/31/2015</b>	
(Signature of person authorized to sign)				(Signature of Contracting Officer)		<b>12:12:00 PM</b>	

Line Item Summary							
ITEM NO. (A)	SUPPLIES OR SERVICES (B)	QUANTITY ORDERED (C)	UNIT (D)	UNIT PRICE (E)	Rev. Ext. Price (F)	Prev. Ext. Price (G)	Amount Of Change (H)
0001	Base year CPAF labor	1.0	EA	<div>(b) (4)</div>			
0002	Base year LD Travel	1.0	EA				
0003	Base year Tools	1.0	EA				
0004	Base year ODCs	1.0	EA				
0005	Contract Access Fee	1.0	EA				
TOTALS:					\$10,619,390.00	\$9,752,625.00	\$866,765.00

# **TASK ORDER (TO)**

**GSQ0015AJ0043**

**Defense Cyber Investigations Training Academy (DCITA)  
Training and Modernization Support**

**in support of:**

***Department of Defense (DOD)  
Cyber Crime Center (DC3)***

**Issued to:**

**CSRA LLC**

**Issued by:**

**The Federal Systems Integration and Management Center (FEDSIM)  
1800 F Street, NW  
Suite 3100 (QF0B)  
Washington, D.C. 20405**

**March 10, 2015**

**FEDSIM Project Number DE00697**

## SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

NOTE: The Section numbers in this Task Order (TO) correspond to the Section numbers in the Alliant Contract.

### **B.1 GENERAL**

The work shall be performed in accordance with all Sections of this TO and the contractor's Basic Contract, under which the resulting TO is awarded . An acronym listing to support this Task Order is included in Section J, Attachment O.

### **B.5 CONTRACT ACCESS FEE**

The General Services Administration's (GSA) operating costs associated with the management and administration of this contract are recovered through a Contract Access Fee (CAF). The amount of the CAF is <sup>(b) (4)</sup> (b) (4) of the total price/cost of contractor performance. This TO shall have a separate Contract Line Item Number (CLIN) to cover this access fee, and this CAF shall be obligated at TO award.

### **B.6 ORDER TYPES**

The contractor shall perform the effort required by this TO on a Cost-Plus-Award-Fee (CPAF) basis for CLINs 0001, 1001, 2001, 3001, and 4001; Not-to-Exceed (NTE) basis for CLINs, 0002, 0003, 0004, 0005, 1002, 1003, 1004, 1005, 2002, 2003, 2004, 2005, 3002, 3003, 3004, 3005, 4002, 4003, 4004, and 4005.

### **B.7 ORDER PRICING (ALL ORDER TYPES)**

Long distance travel is defined as travel over 50 miles from, Linthicum, MD. Local travel will not be reimbursed.

The following abbreviations are used in this price schedule:

CLIN	Contract Line Item Number
CPAF	Cost-Plus-Award-Fee
NTE	Not-to-Exceed
ODC	Other Direct Cost

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SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

**B.7.3.1 BASE PERIOD:**

CLIN	Description	Estimated Cost	Award Fee	Total Cost Plus Award Fee
0001	Task 1 – Program Mgmt. Task 2 – Schoolhouse Support Task 3 – Courseware Support Task 4- IT Support	(b) (4)		

**COST REIMBURSEMENT TRAVEL, TOOLS, and ODCs CLINs**

CLIN	Description		Total Ceiling Price
0002	Long Distance Travel Including Indirect Handling Rate (b) (4)	NTE	(b) (4)
0003	Tools Including Indirect Handling Rate (b) (4)	NTE	(b) (4)
0004	ODCs Including Indirect Handling Rate (b) (4)	NTE	(b) (4)

**CONTRACT ACCESS FEE**

CLIN	Description		Total Ceiling Price
0005	Contract Access Fee	NTE	(b) (4)

(b) (4)

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

**B.7.3.2 FIRST OPTION PERIOD:**

CLIN	Description	Estimated Cost	Award Fee	Total Cost Plus Award Fee
1001	Task 1 – Program Mgmt. Task 2 – Schoolhouse Support Task 3 – Courseware Support Task 4- IT Support			
		(b) (4)		

**COST REIMBURSEMENT, TRAVEL, TOOLS, and ODCs CLINs**

CLIN	Description		Total Ceiling Price
1002	Long Distance Travel Including Indirect Handling Rate (b) (4)	NTE	
1003	Tools Including Indirect Handling Rate (b) (4)	NTE	
1004	ODCs Including Indirect Handling Rate (b) (4)	NTE	

**CONTRACT ACCESS FEE**

CLIN	Description		Total Ceiling Price
1005	Contract Access Fee	NTE	(b) (4)

**TOTAL CEILING FIRST OPTION PERIOD CLINs:**

(b) (4)

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

**B.7.3.3 SECOND OPTION PERIOD:**

CLIN	Description	Estimated Cost	Award Fee	Total Cost Plus Award Fee
2001	Task 1 – Program Mgmt. Task 2 – Schoolhouse Support Task 3 – Courseware Support Task 4- IT Support	(b) (4)		

**COST REIMBURSEMENT TRAVEL, TOOLS, and ODCs CLINs**

CLIN	Description		Total Ceiling Price
2002	Long Distance Travel Including Indirect Handling Rate (b) (4)	NTE	(b) (4)
2003	Tools Including Indirect Handling Rate (b) (4)	NTE	(b) (4)
2004	ODCs Including Indirect Handling Rate (b) (4)	NTE	(b) (4)

**CONTRACT ACCESS FEE**

CLIN	Description		Total Ceiling Price
2005	Contract Access Fee	NTE	(b) (4)

(b) (4)

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

**B.7.3.4 THIRD OPTION PERIOD:**

CLIN	Description	Estimated Cost	Award Fee	Total Cost Plus Award Fee
3001	Task 1 – Program Mgmt. Task 2 – Schoolhouse Support Task 3 – Courseware Support Task 4- IT Support			
(b) (4)				

**COST REIMBURSEMENT TRAVEL, TOOLS, and ODCs CLINs**

CLIN	Description		Total Ceiling Price
3002	Long Distance Travel Including Indirect Handling Rate (b) (4)	NTE	(b) (4)
3003	Tools Including Indirect Handling Rate (b) (4)	NTE	(b) (4)
3004	ODCs Including Indirect Handling Rate (b) (4)	NTE	(b) (4)

**CONTRACT ACCESS FEE**

CLIN	Description		Total Ceiling Price
3005	Contract Access Fee	NTE	(b) (4)

(b) (4)



SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

**B.7.3.5 FOURTH OPTION PERIOD:**

CLIN	Description	Estimated Cost	Award Fee	Total Cost Plus Award Fee
4001	Task 1 – Program Mgmt. Task 2 – Schoolhouse Support Task 3 – Courseware Support Task 4- IT Support			
		\$ (b) (4)		

**COST REIMBURSEMENT, TRAVEL, TOOLS, and ODCs CLINs**

CLIN	Description		Total Ceiling Price
4002	Long Distance Travel Including Indirect Handling Rate (b) (4)	NTE	(b) (4)
4003	Tools Including Indirect Handling Rate (b) (4)	NTE	
4004	ODCs Including Indirect Handling Rate	NTE	

**CONTRACT ACCESS FEE**

CLIN	Description		Total Ceiling Price
4005	Contract Access Fee	NTE	(b) (4)

**TOTAL CEILING FOURTH OPTION PERIOD CLINs:**

(b) (4)

**GRAND TOTAL CEILING ALL CLINs:**

**\$83,625,996**

## **B.12 SECTION B TABLES**

### **B.12.1 INDIRECT/MATERIAL HANDLING RATE**

Long Distance Travel, Tools, and ODC costs incurred may be burdened with the contractor's indirect/material handling rate in accordance with the Contractor's disclosed practices.

- If no indirect/material handling rate is allowable in accordance with the Contractor's disclosed practices, no indirect/material handling rate shall be applied to or reimbursed on these costs.
- If no rate is specified in the basic contract, no indirect rate shall be applied to or reimbursed on these costs.
- If no rate is specified in the schedule of prices above, no indirect rate shall be applied to or reimbursed on these costs.

The indirect handling rate over the term of the task order shall not exceed the rate specified in the schedule of prices above.

### **B.12.2 DIRECT LABOR RATES**

Labor categories proposed shall be mapped to existing Alliant labor categories.

## **B.13 INCREMENTAL FUNDING**

### **B.13.1 INCREMENTAL FUNDING LIMITATION OF GOVERNMENT'S OBLIGATION**

Incremental funding in the amount of **\$71,767,800** for CLINs 0001 through 3005 is currently allotted and available for payment by the Government. Additional incremental funding for these CLINs will be allotted and available for payment by the Government as the funds become available. The estimated period of performance covered by the allotments for the mandatory CLINs is from award through **July 31, 2018**. The TO will be modified to add funds incrementally up to the maximum of \$83,625,996.00 over the performance period of this TO. These allotments constitute the estimated cost for the purpose of Federal Acquisition Regulation (FAR) Clause 52.232-22, Limitation of Funds, which applies to this TO on a CLIN-by-CLIN basis.

#### **Incremental Funding Chart for CPAF**

See Section J, Attachment G - Incremental Funding Chart (Excel Spreadsheet).

**B.14 AWARD FEE PLANNED VALUE/RESULTS REPORTING TABLE**

The Award Fee Determination Plan (AFDP) establishes award fee. See Section J, Attachment H – Award Fee Determination Plan (Word document).

SECTION C – DESCRIPTION / SPECIFICATIONS / PERFORMANCE-BASED  
STATEMENT OF WORK

**C.1 BACKGROUND**

In 1998 the Department of Defense (DoD) Cyber Crime Center (DC3) was established as the parent agency of the Defense Computer Investigations Training Program (DCITP). The original mission of the DCITP was to provide computer investigation training to individuals, and DoD elements that must ensure Defense information systems are secure from unauthorized use, counterintelligence, and criminal and fraudulent activities.

In 2001, the Deputy Secretary of Defense expanded DCITP's mission to include system administrators or any other DoD member who helps ensure Defense information systems are secure from unauthorized use. On October 1, 2006, the DCITP's name was changed to the Defense Cyber Investigations Training Academy (DCITA).

In 2010, DoD Directive 5505.13E solidified DCITA's areas of responsibility to include providing training to persons responsible for the exploitation of digital media for intelligence and counterintelligence objectives and established the United States Air Force as the Executive Agency for DC3/DCITA.

Today, DCITA has a comprehensive cyber curriculum, comprising more than 25 courses and provides cyber investigation training to DoD personnel tasked with ensuring information systems are secure from unauthorized use, counterintelligence, criminal and fraudulent activities and foreign intelligence service exploitation. In the future DCITA may expand training offerings to include establishing and delivering training at an alternative location.

**C.1.1 PURPOSE**

The purpose of this task order is to acquire contractor support for DCITA operations, curriculum development, curriculum delivery, courseware and training support, and the administration and maintenance of DCITA information technology resources.

**C.1.2 AGENCY MISSION**

DCITA's mission is to provide the highest quality cyber investigative training to individuals and DoD elements whose responsibilities include ensuring Department of Defense information systems are secure from unauthorized use, counterintelligence, and criminal and fraudulent activities.

To accomplish this mission, DCITA:

- Develops state-of-the-art cyber investigation training courses and materials
- Trains DoD personnel in technology, cyber search and seizure, cyber intrusions, and forensic digital media and multimedia analysis to support criminal, fraud, and counterintelligence investigations
- Provides cyber investigative training to Federal Law Enforcement entities, on a space available and cost reimbursable basis.

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- Provides in residence, distance education and exportable courses in all appropriate media formats worldwide via internet resources.
- Conducts electronic data processing, cyber investigative and forensic technology research, professional learning forums
- Trains Cyber Security and Information Operations personnel responsible for defending the Department of Defense's Information Network (DODIN).

**C.2 SCOPE**

The scope of this Task Order encompasses all activities necessary to develop, enhance, and implement cyber investigation training to individuals and DoD elements whose duties include ensuring Department of Defense information systems are secure from unauthorized use, counterintelligence, and criminal and fraudulent activities. The contractor will perform the work described in this requirement primarily at DCITA's primary location in Linthicum, MD. The contractor may be required to travel to Continental United States (CONUS) and OCONUS locations, e.g. in support of DCITA's Mobile Training requirement.

**C.3 CURRENT DCITA OPERATIONAL ENVIRONMENT**

**DCITA COURSE CURRICULUM**

The courses and curriculum described below should not be considered as an end or perfected state for DCITA. This information is provided to demonstrate the learning domains, content areas and course durations for DCITA's extant courses. DCITA's course curriculum currently consists of 28 courses within the primary cyber domains of (Technology, Computer Incident Response, Computer Forensics, Network Intrusions, Malware Analysis, Cyber Counter Intelligence). DCITA's current course offerings are located in Section J, Attachment K.

Currently DCITA has 5 focus domains (Technology, Responders, Forensics, Network Investigations, Cyber Counterintelligence), which are used both internally for the various instructor groups and externally as focus areas for our customer base. DCITA internally is moving to a comprehensive curriculum that is not broken down into the various subject domains. The instructors will be one group which will provide flexibility and agility in providing instruction based on the various teaching requirements. Externally the domains will stay in place in order to help students know which courses fit into which domain.

For each course being offered, DCITA maintains course design documents, curriculums, lesson plans, class materials, equipment for practical class work, tests (pre-tests, class practical tests, and written tests), course evaluation materials and student surveys. DCITA owns and retains all rights to all course materials developed under the performance of this task order.

Details related to the DCITA environment are provided in the following attachments:

- Section J, Attachment L provides detailed course descriptions for each of the courses currently being offered and courses previously offered.
- Section J, Attachment M, provides a copy of DCITA Course Quota form distributed to DCITA customers. The course Quota form provides high level descriptions for all courses currently being offered, or planned for the coming fiscal year (FY) at the

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schoolhouse. DCITA requests customer organizations complete the Course Quota form to support definition of annual training requirements.

- Section J, Attachment N provides the DCITA in residence and online class schedule for FY-14.
- Section J, Attachment J provides an inventory of equipment currently available within DCITA
- Section J, Attachment Q provides a sample DCITA Course Design Document (Introduction to Networks and Computer Hardware (INCH))
- Section J, Attachment R provides a sample DCITA Instructor Guide (INCH)
- Section J, Attachment S provides a sample DCITA Student Guide (INCH)

**C.3.1 CURRICULUM DEVELOPMENT AND DELIVERY**

All DCITA courses are designed, developed, delivered, and evaluated with strict adherence to the Instructional Systems Design (ISD) methods and practices. All course development and implementation shall be performed in accordance with the ISD process.

Contractor support is responsible for ensuring all courses are maintained in accordance with the requirements of the course design documents, student needs, and government requirements.

Additionally, the contractor is responsible for all phases of DCITA's curriculum; including ensuring the efficacy, relevance, quality, and cohesion of all of DCITA's training, content, courses, delivery methods and curriculum.

DCITA courses include written and practical tests that are graded with an established norm for passing. DCITA training is delivered at DC3 headquarters, satellite training facilities, online, or at the customer's location via Mobile Training Teams.

Authority: (Air Force Handbook (AFH) 36-2235) (Section J, Attachment T)

**C.3.2 DCITA's ONLINE TRAINING SYSTEM**

DCITA designed, built, operates, maintains, and improves a state of the art comprehensive and specialized, integrated online learning support system that provides secure web services, distance education services, student registration services, and public web services. This online training system is an enterprise – level, web – based platform providing planning, delivery, and management of all instructional materials and course support functions such as virtual machines and access to cyber ranges such as the DoD Cyber Security Range. DCITA's online training system also serves as the single point of access for all training activities for DCITA's students, staff, and government representatives.

The online training system is comprised of over 20, highly integrated software components. The primary software components, forming the foundation of the system are Liferay and Plateau. The exact technical specifications are available via (Section J, Attachment U). The purpose of the

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online training system is to expand course availability beyond in-residence offerings, reduce student travel costs, reduce course development/re-development costs, increasing student engagement, improving access to DCITA’s instructors, Subject Matter Experts (SME), and government leadership, facility course registrations, increasing awareness of DCITA’s curriculum and improving student services.

**C.4 PERFORMANCE OBJECTIVE**

The objective of this TO is to provide DCITA with contractor support aimed at developing, maintaining, and delivering the highest quality cyber investigative training efficiently and effectively with ensuring all aspects of DCITA’s operations are supported.

**C.5 TASKS**

This TO will include support for the following tasks:

Task 1 - Program Management Support

Task 2 - DCITA Schoolhouse Operations Support

Task 3 - DCITA Courseware Support

Task 4 - DCITA Information Technology Support

**C.5.1 TASK 1 – PROGRAM MANAGEMENT SUPPORT**

The contractor shall provide program management support for the term of this TO. This includes the management and oversight of all contract personnel, contract personnel activities (including sub-contractors) and any other personnel the contractor uses to satisfy the requirements set forth in this Performance Work Statement (PWS). The contractor shall organize and provide a team of well qualified personnel in all functional disciplines to fully support all requirements of this PWS for the life of the contract. The contractor shall use sound management practices, techniques, and methods in fulfillment of this TO. The contractor shall designate a DCITA Program Manager (PM) by name that shall be located at DCITA in Linthicum, MD. The PM shall provide daily management, direction, administration, quality control and leadership in the execution of this TO.

The PM is responsible for providing complete program, financial and technical support for the duration and satisfaction of this TO. The PM is responsible for providing complete personnel management support, for all contractor provided personnel, for the duration and satisfaction of this TO. The contractor shall, to the fullest extent possible, use Project Management Institute (PMI) principles, best practices, and methods to administer this TO.

The PM is responsible for producing, maintaining, and making available to the Government an organizational chart. The organizational chart shall show all current employees, their job title, responsibilities, contact information and physical location where they perform work on this contract. The organizational chart shall specifically identify Key Personnel and shall be submitted with the Project Management Plan (Section C.5.1.2).

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**C.5.1.1 SUBTASK 1 - COORDINATE A PROGRAM KICK-OFF MEETING**

The contractor shall schedule, coordinate, and host a program kick-off meeting at the location designated and / or approved by the Government (Section F, Deliverable 02). The meeting will provide an introduction between the contractor personnel and Government personnel involved with this TO. The meeting will provide the opportunity to discuss technical, management, personnel, security issues, travel authorizations / procedures, and reporting processes/procedures. The attendees shall include all Key Personnel identified in this TO, relevant Government personnel including the FEDSIM CO and FEDSIM COR.

**C.5.1.2 SUBTASK 2 - PREPARE A PROJECT MANAGEMENT PLAN (PMP)**

The contractor shall develop and deliver PMP for deliverables and activities described in this TO, unless specifically exempted by the Government (Section F, Deliverables 03 and 04).

The PMP shall document all support requirements:

1. Describe the proposed management approach
2. Contain detailed Standard Operating Procedures (SOPs) for identified tasks
3. Include milestones, tasks and subtasks required
4. Provide / make available the overall Work Breakdown Structure (WBS) and associated responsibilities
5. The project's Quality Control Plan (QCP) (Section C.5.1.4)
6. Organizational Chart

**C.5.1.3 SUBTASK 3 - UPDATE THE PROJECT MANAGEMENT PLAN (PMP)**

The PMP is an evolutionary document that shall be updated annually at a minimum (Section F, Deliverable 05). The contractor shall work from the latest Government-approved version of the PMP.

**C.5.1.4 SUBTASK 4 – QUALITY CONTROL PLAN (QCP)**

The QCP shall detail how the contractor plans to develop and maintain a quality control program to ensure the quality, efficacy and effectiveness of instructional materials, instructional delivery and other deliverables as set forth in this TO and shall be submitted within the PMP (Section C.5.1.2).

The QCP shall include:

1. A description of the inspection and monitoring systems used to cover all performance areas set forth in this task order.
  - a. Specific Areas Inspected
  - b. Schedule / Frequency of Inspection
  - c. Organizational Placement of Inspectors
2. A description of the methods the Contractor shall use for identifying, reporting and preventing defects in the quality of performance areas identified in this task order.

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3. How the Contractor shall maintain on-site records of all quality control inspections conducted by Contractor personnel. Records shall include the name of the inspector, date of inspection, what was inspected, discrepancies found, corrective actions taken, date actions taken and date Government notified. The Contractor shall keep documentation and make it available to the Government through the Program Information Center (PIC) (Section C.5.4.9) throughout the entire period of contract performance and for the period after contract completion until final settlement of all claims in any, under the contract.

**C.5.1.4.1 UPDATE QUALITY CONTROL PLAN (QCP)**

The contractor shall update the QCP submitted with their proposal and provide a final QCP within the PMP as required within Section C.5.1.2. The contractor shall periodically update the QCP, as required in Section F, Deliverable 06, as changes in program processes are identified.

**C.5.1.5 SUBTASK 5 - PREPARE MONTHLY STATUS REPORTS (MSR)**

The contractor is responsible for developing and providing a MSR by the tenth working day of each month (Section F, Deliverable 07). The MSR shall be delivered via e-mail or other means/method acceptable to the Government. The MSR shall be provided to the DCITA Technical Point of Contract (TPOC), COR, DCITA Deputy Director, and DCITA Director. At a minimum the MSR shall include the following:

1. All activities which took place within the reporting period; identified by task in relation to the tasks set forth in this TO. Included shall be on-going / recurring activities, new projects / activities, project status reports and projects completed.
2. Any problems, issues, concerns or incidents that have occurred and the corrective actions taken or required.
3. Personnel gains, losses, and status
4. Hardware related issues, problems, outages, and repairs (Section C.5.4.7)
5. Maintenance Report (Section C.5.1.9)
6. Deleted
7. Government actions required
8. Summary of trips taken, conferences attended, etc. (Trip Reports shall be included with the MSR as attachments, for the reporting period of the report). (Section C.5.1.9)
9. Invoiced and accumulated costs for each Task and CLIN through the reporting period of the MSR. For costs incurred, the report shall include the name of the employee, their position, the tasks performed and hours associated with that task (for example, CIRC Course Development 40 hours). Any overtime worked and/or invoiced for the reporting period shall be highlighted and the task(s) associated with the overtime specifically identified.
10. Projected costs for each CLIN for the next reporting period.

#### **C.5.1.6 SUBTASK 6 - CONVENE OPERATIONAL STATUS MEETINGS**

The PM shall convene Operational Status Meetings with the TPOC, COR, and Government stakeholders as needed but at least once per month (Section F, Deliverable 08). The purpose of this meeting is to ensure all stakeholders are informed of the monthly activities reported in the MSR, provide opportunities to identify other activities, establish priorities, coordinate problem resolutions, and discuss strategic objectives. The contractor shall provide minutes of these meetings, including attendance, issues discussed, decisions made, and action items assigned. These meeting minutes shall be provided to the CO, COR, TPOC, DCITA Director and DCITA Deputy Director within five (5) work days of the meeting (Section F, Deliverable 09).

#### **C.5.1.7 SUBTASK 7 - RISK MANAGEMENT**

The contractor shall develop, implement, and maintain a comprehensive risk management plan (Section F, Deliverable 10), as part of the overall Program Management Plan, for all tasks executed under this TO. Risk Management shall include the identification of risks, the assessment of risks and their impacts, prioritization, mitigation and control plans, tracking, monitoring, and reporting. Risk processes shall also include development of recovery plans in the event risks are realized. The contractor shall notify the Government of all identified risk(s) that could impact overall performance to the Online Training System, Course Delivery or other key program milestones and activities. The risk management plan shall be integrated into the various projects / project plans and development activities undertaken in support of this TO.

##### Supply Chain Risk Management

The contractor shall develop a Supply Chain Risk Management (SCRM) plan (Section F, Deliverable 11) as part of the comprehensive risk management plan. The SCRM plan shall implement at a minimum the elements of control SA-12 of National Institute of Standards and Technology (NIST) Special Publication 800-53 (<http://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-53r4.pdf>). Critical elements of the Online Training System, as defined by the Criticality Analysis results, should be judged for their Security Category (SC) in accordance with Federal Information Processing Standards Publication (FIPS) 199 (<http://csrc.nist.gov/publications/fips/fips199/FIPS-PUB-199-final.pdf>). Those elements deemed HIGH shall form the basis for the SCRM plan, but the plan should also encompass any element that is at risk of supply chain problems.

#### **C.5.1.8 SUBTASK 8 - ASSET MANAGEMENT SERVICES**

The contractor shall provide all aspects of acquisition and management of DCITA (government) assets (property/asset management, asset cataloging/identification, asset transfer/allocation/maintenance, facilities management, computers/automation management) utilizing the current WASP fixed asset tracking software system provided by DCITA or any replacement system as directed by DC3 or the USAF.

The contractor is responsible for all asset acquisition and management services from initial sourcing (supply chain management) phase through customer delivery (e.g. procurement,

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sourcing management, inventory management, catalog management, ordering/purchasing, invoice tracking, inventory management and control, returns management and logistics/transportation .

See Section J, Attachment J for a list of current assets maintained by DCITA.

**C.5.1.8.1      REMANENCE SECURITY**

The contractor shall work with DC3's logistics personnel to ensure that data from any DCITA system is properly sanitized from all obsolete storage devices and mediums In accordance with (IAW) Air Force Manual (AFMAN) 33-282, ([http://static.e-publishing.af.mil/production/1/saf\\_cio\\_a6/publication/afman33-282/afman33-282.pdf](http://static.e-publishing.af.mil/production/1/saf_cio_a6/publication/afman33-282/afman33-282.pdf)) before the storage devices and mediums are removed from DCITA's facilities.

**C.5.1.9            SUBTASK 9 - PREPARE TRIP REPORTS**

The Government will identify the need for a Trip Report when the request for travel is submitted and shall be documented within the MSR per Section C.5.1.5. The contractor shall keep a summary of all long-distance travel including, but not limited to, the name of the employee, location of travel, duration of trip, and point of contact (POC) at travel location (Section F, Deliverable 12).

**C.5.1.10          SUBTASK 10 - TRANSITION-IN**

The contractor shall ensure that there will be minimum service disruption to vital Government business and no service degradation during and after transition. All transition activities will be completed 30 calendar days after the start date of the order. The contractor shall propose a draft Transition-In Plan (Section F, Deliverable 13) within five workdays of award.

**C.5.1.10.1      IMPLEMENT TRANSITION-IN PLAN**

The contractor shall implement its Transition-In Plan immediately following award

**C.5.1.11          SUBTASK 11 - TRANSITION-OUT**

The Transition-Out Plan shall facilitate the accomplishment of a seamless transition from the incumbent to an incoming contractor/Government personnel at the expiration of the TO. The contractor shall provide a Transition-Out Plan NLT 90 calendar days prior to expiration of the TO (Section F, Deliverable 14). The contractor shall identify how it will coordinate with the incoming contractor and/or Government personnel to transfer knowledge regarding the following:

- a. Project management processes
- b. Points of contact
- c. Location of technical and project management documentation
- d. Status of ongoing technical initiatives
- e. Appropriate contractor-to-contractor coordination to ensure a seamless transition.
- f. Transition of Key Personnel

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- g. Schedules and milestones
- h. Actions required of the Government.

The contractor shall also establish and maintain effective communication with the incoming contractor/Government personnel for the period of the transition via weekly status meetings.

**C.5.1.11.1 IMPLEMENT TRANSITION-OUT PLAN**

The contractor shall implement its Transition-Out Plan no later than (NLT) 60 calendar days prior to expiration of the TO.

**C.5.1.12 SUBTASK 12 – IN-PROGRESS REVIEW (IPR)**

The contractor shall convene a quarterly IPR with the DCITA Directory and Deputy Director, the FEDSIM CO and CS, FEDSIM COR, and other key Government stakeholders at a mutually agreeable time and place. The purpose of this meeting is to: ensure all stakeholders are informed of the TOs' status, provide opportunities for identification of activities, establish priorities, and coordinate resolution of identified problems. IPRs shall be held quarterly with the exception of the last IPR during an exercised Period of Performance (PoP). The last IPR will be held 20 days prior to the end of the exercised PoP.

The contractor shall prepare and deliver an agenda (See Section F, Deliverable 15) which addresses the following topics:

- Agenda/Task Review and Schedule/Action Items Past and Future.
- Activities during reporting period, by task (Include: On-going activities, new activities, activities completed; progress to date on all above mentioned activities). Start each section with a brief description of the task.
- Schedule (shows major tasks, milestones, and deliverables; planned and actual start and completion dates for each).
- Previous quarter's activities by task.
- Planned activities for the next quarter by task.
- List new problems and outstanding problems and corrective actions take / mediation
- Actions required by DCITA or FEDSIM, and
- Summary

**C.5.1.13 SUBTASK 13 – ENTERPRISE WIDE CONTRACTOR MANPOWER REPORTIN APPLICATION**

The contractor shall report ALL contractor labor hours (including subcontractor labor hours) required for performance of services provided under this contract for DCITA via a secure data collection site. The contractor is required to completely fill in all required data fields using the following web address: <http://www.ecmra.mil/>. Reporting inputs will be for the labor executed during the period of performance during each Government fiscal year (FY), which runs October 1 through September 30. While inputs may be reported any time during the FY, all data shall be reported no later than October 31 of each calendar year.

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## **C.5.2 TASK 2 - DCITA SCHOOLHOUSE OPERATIONS SUPPORT**

### **C.5.2.1 SUBTASK 1 - REGISTRAR OFFICE SUPPORT**

The contractor shall be responsible for providing a full scope of student registration services to include student records management, registrations, withdraws, questions, information requests. The Registrar is the primary point of contact for student questions, inquiries and communication. The contractor shall ensure the student records management functions are performed in full compliance with DoD and Air Force requirements.

Within the Registrar's Office the contractor shall be responsible for producing ad hoc, weekly, monthly and quarterly statistical reports on DCITA student attendance, tracking student trending, specific course demands, course cancellations, student organization and other data within the PIC (Section C.5.4.9) as requested by the Government.

### **C.5.2.2 SUBTASK 2 - DCITA TESTING CENTER SUPPORT**

DCITA maintains a Pearson Vue Testing Center in Linthicum, MD. The contractor shall be responsible for maintaining and supporting all aspects of the testing center to include registering, administering, monitoring and reporting all exams taken at the DCITA Pearson Vue Testing Center.

### **C.5.2.3 SUBTASK 3 - ADMINISTRATIVE DOCUMENT SUPPORT**

The contractor shall assist in the development of various administrative documents: All documents developed by the contractor must be approved by the Government before implementation. Common administrative documents include but are not limited to:

- DCITA Manuals and Briefings
- Standard Operating Procedures DCITA Reports
- Mission associated documentation

### **C.5.2.4 SUBTASK 4 - DCITA CERTIFICATION SUPPORT**

The contractor shall perform all tasks necessary to prepare for and maintain DCITA's accreditation. The contractor shall report any potential hazard to DCITA's continued Council on Occupational Education (COE) accreditation status.

- Council on Occupational Education (COE)  
DCITA is accredited by the Council on Occupational Education (COE) and was recertified in 2013. The contractor shall maintain the current COE *Self Study* keeping it current, relevant and consistent with COE's requirements. The contractor shall perform all tasks necessary to prepare for and maintain DCITA's COE accreditation. The contractor shall report any potential hazard to DCITA's continued COE accreditation status.

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- American Council on Education (ACE)  
Several of DCITA's current course offerings have been vetted by ACE and recommended for lower and upper division college credit. It is anticipated that during the execution of this requirement several ACE "accredited" courses will require review and "re-accreditation" from ACE. The Contractor shall perform all tasks necessary to recertify DCITA ACE accredited courses.
- International Association for Continuing Education and Training (IACET)  
DCITA has obtained IACET accreditation enabling the academy to issue continuing education units for DCITA courses. This accreditation is a validation of DCITA's instructional design processes and demonstrates that these processes are aligned to ANSI/IACET standards. The Contractor shall perform all tasks necessary to maintain this certification including ensuring course development processes and procedures maintain alignment to ANSI/IACET standards and requirements.
- Commercial Certifications  
The DCITA curriculum framework is designed to provide requisite training to DCITA's students that meet their terminal learning objectives (e.g. Computer Forensic Examiner / Digital Media Collector) while aligning to the National Initiative for Cyber Security Education (NICE) and (when applicable and practical) aligning to various commercial certifications (e.g. Network + / GIAC / EnCE / CISSP / A+ ).

The contractor is responsible for ensuring all existing certification alignments are maintained as well as for aligning new courses to additional commercial certifications as applicable within the comprehensive DCITA curriculum framework. The contractor shall ensure all courses and instructional materials aligned to commercial certifications are kept current with the certification requirements and standards.

- Expanding Curriculum Accreditations  
The contractor shall develop a strategic plan of action to expand the scope of DCITA's course validations into higher education accreditations (Middle States Commission on Higher Education (MSCHE)). (Section F, Deliverable 16). The goal is to increase acceptance, validation and integration of DCITA's training into DoD and Air Force.

**C.5.2.5      SUBTASK 5 - DCITA SCHOOLHOUSE STRATEGIC  
COMMUNICATION**

DC3 requires strategic communication support to inform and engage the cyber intelligence community about the DCITA schoolhouse training, certifications, and capabilities. The contractor shall develop and implement a strategic communication plan aimed at increasing awareness and student enrollment (Section F, Deliverable 17). The strategic communication plan should address the following:

- Social media

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- Research DOD cyber training involvement. Stakeholder involvement within the DOD community (identifying areas where there is need for cyber training) recommend people/areas to speak to (knowledge of the DOD cyber community)
- AF Times for DCITA Schoolhouse advertisement
- Air Force Space Command (24<sup>th</sup> Air Force)
- Navy fleet
- CoComs MagComsDefense media activity
- Accessing vendor awareness situations in DOD community such as the Pentagon etc.
- Cyber industry associations

**C.5.2.6 SUBTASK 6 – DCITA FACILITY SUPPORT**

The contractor is responsible for supporting and maintaining DCITA IT infrastructure. The Contractor shall continuously analyze all DCITA facility features and develop recommendations pertaining to DCITA: hardware, lighting, classroom layout, functionality, power/cabling layout and computer workstations and furniture. The contractor shall prepare and maintain facility diagrams of DCITA's training facility; these diagrams shall be kept up to date for the layout of each individual classroom. Facility diagrams shall be updated at a minimum annually and/or whenever facility modifications occur (Section F, Deliverable 31).

Currently, DCITA's primary classrooms and office facilities are located within DC3 leased properties in Linthicum, MD. During the period of performance of this TO it is expected that the Government will relocate DCITA's classrooms and offices into a single building near or adjacent to DC3's primary location in Linthicum, MD. Should the Government relocate DCITA's office spaces and classrooms, the contractor shall perform all functions necessary to accomplish moving into a new facility to include:

1. IT Support
2. Logistical Support
3. Facilities Engineering Support

**C.5.2.7 SUBTASK 7 – ALTERNATE WORK LOCATION(S) - (OPTIONAL)**

Because the requirements and demand for DCITA's courses and training continue to steadily increase, the Government may request that the contractor obtain additional space to house DCITA's personnel or increase the number of available classrooms. Government requests for additional contractor-provided space may be long or short in duration dependent upon the type of support required. The Government shall communicate requests for additional work or classroom spaces to the contractor in writing. Contractor responses to space requests shall be in writing and include the following:

- Type of space available and associated implementation COAs
- A description of the space (if available)
- What costs are associated with the requested space and how reimbursement can be made by the Government (ie... via labor, lease, sub-lease, etc).

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- COAs shall, at a minimum, demonstrate compliance with the requirements identified in Section F.4 of this TOR.

Written approval from the Government, (TPOC, COR, CO or DC3 PMO) is required before contractor-provided space for any alternate work location is implemented/utilized. This requirement does not extend to MTTs.

If Government-Furnished Equipment (GFE) such as computers, phones, etc. are utilized at alternate work locations, they shall be returned to DCITA's primary place of performance when the alternate work location requirement has ended or as directed by the Government.

### **C.5.3 TASK 3 – DCITA COURSEWARE SUPPORT**

The contractor must use the Instructional Systems Design (ISD) methodology (AFH 36-2235) for all life-cycle phases of all DCITA training materials.

#### **C.5.3.1 SUBTASK 1 - CURRICULUM MANAGEMENT**

The contractor is responsible for supporting the DCITA's Curriculum Management Office (CMO). The CMO is responsible for the design, development and iterative evaluation of all courses, instructional media and training support materials and ensures sound ISD methodology is used for all courses and training materials.

The contractor shall be responsible for ensuring the cohesion, efficacy, relevance, and quality of all DCITA training offerings regardless of course, delivery modality or audience. The contractors shall make certain all training offerings maintain alignment with the requirements of DCITA's curriculum framework, the National Initiative for Cyber Education (NICE) [or its successor], American Council on Education (ACE) recommendations, and commercial certifications as applicable.

#### **C.5.3.2 SUBTASK 2 - TECHNICAL EDITING**

The contractor shall provide technical editing for all DCITA courses and curriculum materials ensuring DCITA's training materials, written documents, instructional support materials and all other contractor produced items are technically correct, free from grammar and spelling mistakes, consistent in voice / tone and represent the highest standards of quality.

#### **C.5.3.3 SUBTASK 3 - EMERGING TECHNOLOGIES**

The contractor shall be responsible for working with DC3/DCITA's SMEs (e.g. cyber investigative, computer forensics, intrusion detection, IT), customers, allied agencies and industry partners to ensure DCITA's course content is up to date and emergent technologies are identified and included into courses and training materials as necessary and appropriate. The contractor shall routinely update the Online Training System to ensure that trends, opportunities, and emerging new technologies that effect cyberspace operations and investigations are available

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to DCITA students and Online Training System users. The contractor shall ensure that the source for this information is properly referenced. For the purposes of this, routine is understood to be a minimum of once per month. When appropriate, necessary and applicable the contractor shall incorporate this information into DCITA's courses.

**C.5.3.4 SUBTASK 4 - COURSEWARE QUALITY ASSURANCE**

The contractor shall identify a Quality Assurance Lead (H.2.6) responsible for ensuring the contractor's Quality Control Plan (C.5.1.4) is properly executed during the entire period of performance under this Task Order. The Quality Assurance Lead, in accordance with section (C.5.1.4.1) of this Task Order shall be responsible for ensuring the contractor's Quality Control Plan (C.5.1.4) is maintained, kept current and modified as necessary.

The Contractor shall work collaboratively with the DCITA Director/Deputy Director to ensure all of DCITA's training materials and products are of the highest quality, delivered professionally, and meet the evolving needs of DCITA's customer base.

The Contractor shall ensure that all records of inspections are available to the government via the Program Information Center.

**C.5.3.5 SUBTASK 5 - SURVEYS AND ASSESSMENTS**

The contractor is responsible for all student, supervisor and customer surveys and for tracking student performance through careful monitoring of student assessments, tests, and similar performance measurement devices.

The contractor shall develop and utilize student surveys similar to those described in the Measures of Effective Teaching (MET) project *Learning about Teaching: Initial Findings from the Measures of Effective Teaching Project*. These surveys shall be integrated into the DCITA Learning Support System (Online Training System) and made available to the Government on an as needed basis via the PIC (Section C.5.4.9). The PIC metrics shall provide the Government an *at a glance* synopsis of all instructional delivery, student performance, and student satisfaction as well as details associated with any problem areas identified in the reporting for the last (30) business days.

**C.5.3.6 SUBTASK 6 - INSTRUCTIONAL STAFFING AND SCHEDULING**

The contractor shall provide and / or make readily available professional and qualified instructors who are subject matter experts (SMEs) in the course material they will teach and proficient in the delivery method used (ie. Distance Education via Online Training System). The contractor is responsible for scheduling instructors for course delivery and for ensuring adequate instructional staffing for each course. The staffing requirements for each course are established and set forth in each course's design document (Section J; Attachment Q).

**C.5.3.6.1 MOBILE TRAINING TEAMS**

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Mobile Training Teams (MTTs) shall travel to various CONUS and OCONUS locations, as required, to provide DCITA courses to customers. The MTTs shall conduct advance trips as necessary to accurately determine the customer has needs and preview the customer's facilities. The contractor shall make every attempt to deliver DCITA courses in the same manner and content, as the in-residence version. Any modifications to the course material and its presentation must be coordinated with the Government. The Government will provide the contractor a minimum of one month's notice of need for establishment of a MTT.

#### **C.5.3.7 SUBTASK 7 - ISD ANALYSIS PHASE SUPPORT**

The Contractor shall utilize standard and common PMI and business methodologies to conduct the analysis phase for new courses and courses for which major re-developments are contemplated. This analysis/business case shall include:

1. Need
2. Target Audience
3. Estimated Return on Investment (ROI)
4. Availability of suitable commercial books to be used as principle student guide
5. Level of effort requisite to develop course
6. Impact of course development on other existing projects
7. Major Deliverables Expected
8. Proposed Project Schedule (high level)

##### Student Guides / Books

The Contractor shall utilize commercially available books, as student guides, for all new and re-developed courses as much as is practical and possible. If it is not possible to use an existing, commercially available book; the Contractor shall inform the Government of this, in writing, *as part of the Course Project Plan*.

##### Course Project Plan

The analysis phase shall result, at a minimum, in a *Course Project Plan* (Section F, Deliverable 19); which shall be presented to the Government for review and approval. The Course Project Plan, , shall provide the basis for initiating work on a course and for determining project performance, schedule compliance, scope compliance and costs containment.

Formal acceptance and approval by the Government of the Course Project Plan is required before any additional work (beyond that required to create the Course Project Plan) is done on the identified course or training material.

#### **C.5.3.8 SUBTASK 8 - ISD COURSE DESIGN PHASE SUPPORT**

After receiving formal approval of the Course Project Plan by the Government (Analysis Phase) the Contractor shall, following the Course Project Plan; begin work on the design phase of the course. The deliverable for the design phase is principally the course *Design Document* (Section F, Deliverable 20). The Design Document shall be prepared, following the most current and approved DCITA format.

##### The course Design Document shall at a minimum:

1. Specify the Scope of the Course
2. Define High-Level Learning Objectives (Course Terminal Learning Objectives)
3. Describe the High Level Course Structure
4. Identify Resources Needed to Conduct the Course
5. Describe Alignment to a Commercial Certification (if applicable)

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6. Describe how the Course relates to and supports overall DCITA Curriculum (requisite)
7. Provide guidance and methodology for course maintenance and a place to record this activity
8. Describe and define the student evaluation and assessment plan
9. Provide a course outline
10. Serve as the source authority for the course and course requirements

**C.5.3.9            SUBTASK 9 - ISD COURSE DEVELOPMENT PHASE SUPPORT**

The contractor is responsible for all activities requisite to the completion of the course development phase. The design document serves as the guide for course development. It is the blue print from which the course will be developed and maintained. Course development encompasses the acquisition and development of all materials necessary to ensure the successful delivery of the course.

The contractor shall conduct all course development work in accordance with the approved Course Project Plan and Design Document. Any changes to the course from the specifications described in the Design Document and Course Project Plan must be made in collaboration with the Government and must be approved by the Government before implementation.

Development Phase Deliverables (Section F, Deliverable 21 through 26)

The Contractor shall prepare and deliver for approval to the Government (at a minimum) the following:

1. Lesson Plans
2. Instructor Guides
3. Student Guides (If Needed)
4. Student Lab Manuals (If Needed)
5. Instructional Media (As Needed)
6. Appropriate Student Assessment Materials

The end product of the development phase is expected to be a fully realized training course complete with all requisite instructional materials, ready for delivery to DCITA's students.

During the Development Phase, the Contractor will provide regular communication on the development progress to include reviews of content, instructional materials and routine meetings with project team members. The purpose of these requirements is to ensure the Government has adequate oversight of the project and can, if necessary, make changes early enough into the process to ensure the delivered item(s) meet the Government's requirements and avoid unnecessary development costs (time/scope/treasure).

Student Guides / Lab Manuals and Instructor Guides

When commercial books can be utilized the Contractor shall develop a *Student Lab Manual* to serve as an adjunct to the commercial book. The lab manual will describe repeatable exercises and other practical instructional materials as necessary.

If during the planning/analysis phase it is determined that it is not possible to utilize a commercially available course book; the Contractor, as part of course development, shall prepare

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a *Student Guide* for the course, containing all the requisite information a student would need to ensure success in the course.

Regardless of whether a commercial text book is utilized or not; the Contractor shall develop an Instructor Guide for every course. The purpose of the instructor guide is to maintain course delivery integrity and consistency (over multiple iterations and varying instructional staff) and ensure the learning objectives defined in the course design document are met. Instructor Guides will vary in length, complexity and detail depending upon the course, the material presented and learning objectives.

**C.5.3.10 SUBTASK 10 - ISD COURSE IMPLEMENTATION PHASE SUPPORT**

The contractor is responsible for all activities requisite to ensure complete delivery of all training offered by DCITA, in accordance with the course's design document (as applicable), regardless of the manner of delivery.

Upon acceptance and approval by the Government of all course materials requisite for course delivery; the contractor shall schedule the course for delivery and provide sufficient instructors, who are subject matter experts in the course materials to deliver the course in its entirety. The contractor shall provide for the setup and teardown of *in residence* classrooms as necessary. It is common for courses to end on Fridays with new courses starting in the same classroom the following Monday. It is also possible for courses to end in the middle of a week and have a new course start the very next day (ie... course A ends on Tuesday in classroom 1 and course B starts in classroom 1 on Wednesday). The contractor is responsible for ensuring the classroom is prepared for training delivery, prior to the start of the course.

Any variance from the delivery method described in a course's design document must be approved by the Government in advance of course delivery.

**C.5.3.11 SUBTASK 11 - ISD EVALUATION PHASE SUPPORT**

The evaluation phase is multi-faceted and follows Kirkpatrick's four level evaluation model (Reaction, Learning, Behavior, Results).

Programmatic

The course's design document will specify the frequency of and schedule for regular reviews of the course material, learning objectives, alignment to commercial certification (as applicable) and the course's efficacy within the comprehensive DCITA curriculum framework. The contractor shall evaluate, maintain, recommend changes and modify all DCITA courses as necessary, in accordance with each course's design document and the requirements set forth in this TO. The contractor shall provide the capability to audit and edit all developed courseware for accuracy, completeness, flow, balance, and clarity of understanding. The contractor will work with internal and external SMEs to review existing materials and incorporate new material developed by SMEs into current or new courses. In all cases, course review shall not be less

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than 1 year for all courseware. If there is a conflict between a course’s design document and this task order; the task order is directive.

Post Delivery

Every student attending and completing training at DCITA is required to complete a formal student evaluation. This existing DCITA student evaluation shall be modified by the contractor in collaboration with the Government (Section F, Deliverable 27) per the different courses. Only Government approved student evaluations may be used at DCITA.

The purpose of these evaluations is to measure the comprehensive quality of the course to include training materials, instructional delivery and relevancy to the student. The contractor shall ensure these evaluations are incorporated into the Online Training System; are available to the Government on an as needed basis, and are incorporated into monthly reporting of course efficacy. The contractor shall compile a monthly Course Summary report (Section F, Deliverable 28) from the PIC (Section C.5.4.9) for all courses delivered that month, detailing student surveys and performance results for those courses and highlighting any problem areas, concerns or recommendations; summaries or synopsizes of student surveys are not acceptable. These reports shall be provided to the Government within five working days (WD) of the beginning of each month.

The Contractor shall compile a comprehensive quarterly Student Evaluation report (Section F, Deliverable 29) via the PIC (Section C.5.4.9) tracking student evaluations per course to show any trending. These reports will also include appropriate graphs, pie charts and similar visual information to provide an *at a glance* executive analysis of a student satisfaction and performance for the reporting period. These reports shall include (at a minimum):

1. Student performance scores for each course
2. Student survey results for each course
3. Instructional staff for each course
4. Method of delivery (in residence, online, mobile)
5. Course enrollment for each course
6. Courses cancelled for that quarter

**C.5.4 TASK 4 – DCITA INFORMATION TECHNOLOGY SUPPORT**

**C.5.4.1 SUBTASK 1 - Online Training System MANAGEMENT**

DCITA utilizes a state of the art comprehensive, specialized integrated DCITA developed and managed Online Training System to provide all secure web services, distance education services, student registration services, public web services, student assessments, surveys, and statistics. The contractor shall provide expertise in the management, operation, continued evolution and maintenance of the Online Training System. The contractor shall maintain a public web site, a secure “informal” learning portal accessible via the Internet and an integrated Learning

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Management System (LMS) used to deliver on-line training, deliver continued professional education materials and as the system of record for all student records.

The contractor shall provide on-line course registration and student records management. The contractor shall adhere to all DoD and Federal system security and data integrity requirements necessary for accreditation and shall include data backup and restoration and continuity of operations capability, unless otherwise directed by the Government in writing.

The contractor shall provide all content for the Online Training System and shall provide content for and keep current the secure informal learning portal. It is expected that informal learning portal content shall be updated daily. This content includes but is not limited to:

1. Blogs
2. White Papers
3. Research Documents
4. Short Training Videos
5. Comments on Instructor and Student Postings

**C.5.4.1.1 WEB DEVELOPMENT SUPPORT**

The DCITA website ([www.dcita.edu](http://www.dcita.edu)) is the public face of DCITA to anyone on the internet. As such this website must exhibit the highest standards for quality, professionalism and usability. The Contractor shall provide expertise in commercial/government website development to include design, graphic arts and technical support.

**C.5.4.1.2 ONLINE TRAINING SYSTEM FORUMS SUPPORT**

The Online Training System is used to host a collaborative, informal but structured learning environment where students and DCITA staff can communicate, share information and explore trends in cyber investigations. The Online Training System forums are categorized by subject matter such as Computer Forensics and Network Investigations. Content for the forums comes from DCITA subject matter experts, instructional staff and students. The Contractor is responsible for ensuring all informal content is reviewed, meets applicable guidelines, does not violate classification levels/standards and is free from profanity, offensive or otherwise inappropriate statements.

**C.5.4.1.3 ONLINE TRAINING SYSTEM TUTORIALS SUPPORT**

The contractor is responsible for developing and posting tutorials to the tutorial section of the DCITA portal. Tutorials are short, targeted informational postings designed to address a single issue. While tutorials can be posted by anyone, including students, it is the Government's expectation that the majority of tutorials will come from the contractor and that all tutorials, regardless of source, shall be vetted by the contractor for accuracy and relevance.

#### **C.5.4.1.4      ONLINE TRAINING SYSTEM AND INFRASTRUCTURE SUPPORT**

The Online Training System is housed and will remain in a secure data center in Culpeper, Virginia.

The contractor is responsible for establishing, replacing and/or modifying Online Training System components and will require advance Government in writing. The contractor shall conduct systems administration, security monitoring, information assurance, database development/management, quality assurance, student support, trouble shooting, remediation and project management for the Online Training System system. The contractor shall immediately report any security incidents, improprieties, unauthorized activities or unscheduled system downtime to the Government, when discovered.

All equipment, software and systems used for Online Training System must meet DoD standards and continued DoD accreditation of the entire Online Training System.

#### **C.5.4.2      SUBTASK 2 - CERTIFICATION & ACCREDITATION**

Currently, DCITA has a Global Information Grid (GIG) waiver. The contractor shall produce, document, process and maintain Certification & Accreditation (C&A) packages and Assessment and Authorization packages for the Online Training System, IAW DoD 8510.01 *Risk Management Framework (RMF) for DoD Information Technology (IT)*. The Contractor shall identify, develop and document the security process or procedures to meet all DoD 8510.01 requirements.

The C&A and A&A packages shall include supporting documentation for, but not limited to:

1. Security requirements
2. Security requirement Verification & Validation
3. Sensitivity of the data being processed
4. Identification of the system threats and vulnerabilities
5. Project likelihood of attack and exploitation
6. Identification of existing and planned countermeasures

The supporting documents shall be to the level of detail so as to support obtaining appropriate Authority to Test, Connect, or Operate to meet program and integration timelines.

#### **C.5.4.3      SUBTASK 3 - CONFIGURATION MANAGEMENT SUPPORT**

The contractor shall develop and implement a Configuration Management (CM) system for all DCITA IT systems. The CM system shall include configuration identification, data management, audits, change control, status accounting, and deficiency reporting. The CM system shall be documented in a Configuration Management Plan (CMP) that includes / addresses the entire lifecycle of the IT system (Section F, Deliverable 30).

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#### **C.5.4.4 SUBTASK 4 - IT SYSTEMS SECURITY**

The contractor shall perform all tasks necessary to ensure applicable DCITA IT systems are secure and meet all applicable DoD and Air Force policies, directives, memorandum and requirements. The Contractor shall design, develop, engineer and implement solutions that meet established security requirements. The Contractor shall perform regular vulnerability and risk assessments of DCITA's training and development computer/network systems and applications. The contractor shall perform regular and routine vulnerability and risk assessments of the Online Training System. The results of these assessments shall be reported to the Government within five (5) days of the completed assessment (Section F, Deliverable 32). The contractor shall report all findings and recommendations in this report.

The contractor shall configure test beds and conduct testing; record and analyze results. The contractor shall test training and developmental computer/network systems and applications for ease of unregulated entry; systems resources denial; system information corruption; unlawful use of system resources and system vulnerability. The contractor shall perform information protection functions for training networks, development networks and the Online Training System. The contractor shall maintain the integrity and privacy of DCITA's Online Training System and training information systems; evaluate, implement and configure systems to ensure full compliance with applicable DoD and Air Force regulations, directives, memorandum and requirements listed below.

The contractor shall support the cybersecurity guidance to ensure compliance with:

1. Department of Defense Instructions (DoDI) 8500.01 (Section J, Attachment V)
2. DoDI 8510.01 – Risk Management Framework (RMF) for DoD Information Technology (IT) (Section J, Attachment W)
3. Air Force Instruction (AFI) 33-200 Section J, Attachment X)
4. AFI 33-210 (Section J, Attachment Y)

#### **C.5.4.5 SUBTASK 5 - NETWORK ADMINISTRATION**

The Contractor shall install and maintain routers, switches, hubs and necessary cabling comprising the DCITA networks (Section J, Attachment Z). The contractor shall maintain the IP addressing schema for the entire enterprise infrastructure, modify switch, router and hub configurations to ensure optimum network performance and configure Access Control Lists to grant/restrict network access to authorized uses and protocols. The contractor shall provide metrics collection in support of DCITA training and developmental enterprise infrastructure and information flow management. Configure, operate and maintain enterprise training and development network management systems and provide necessary backup of such systems. The contractor shall provide proactive and reactive management of resources by monitoring and controlling networks, available bandwidth, hardware and distributed software resources. The contractor shall respond to detected security incidents, network faults (errors) and user reported outages at the time of customer referral.

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SECTION C – DESCRIPTION / SPECIFICATIONS / PERFORMANCE-BASED  
STATEMENT OF WORK

**C.5.4.5.1 DCITA INFORMATION MANAGEMENT OFFICE 24/7 ON-CALL SUPPORT**

The contractor's DCITA Information Management Office (IMO) shall provide 24/7 on-call support for problems concerning DCITA's network operations and/or the power conditioner unit (PCU) supporting DCITA. The contractor shall ensure an IMO staff member is on-call 24/7, and able to report to DCITA's facility within 60 minutes of notification.

**C.5.4.6 SUBTASK 6 – HARDWARE/SOFTWARE SUPPORT SERVICES**

The contractor shall identify, install, maintain, and remove hardware and software components as required to ensure full operational capability of the DCITA IT environment to include the Online Training System and classroom IT systems. The contractor shall perform preventative maintenance in accordance with Original Equipment Manufacturer (OEM) recommendations and best industry practices. The contractor shall notify the COR and DCITA TPOC of any unscheduled outages or repairs that will impact any aspect of training delivery. The contractor shall plan for and schedule repairs, upgrades or periodic maintenance so that these activities do not disrupt training development or training delivery. These planned for events shall be approved by the Government before implementation.

The contractor is responsible for maintaining records of all maintenance, regardless of the entity responsible for the repair in a Maintenance Report and shall be reported within the MSR (Section C.5.1.5). The Contractor shall provide a summary report of all hardware related issues, problems, outages and repairs each month in the MSR.

**C.5.4.7 SUBTASK 7 - DCITA GRAPHIC ARTS & MULTIMEDIA SERVICES**

The Contractor shall provide qualified personnel to perform routine analysis and assessments of all DCITA graphic arts, multimedia and associated materials and ensure these materials are kept up to date, relevant and meet the Government's expectations. The goal is that all materials are modern, professional, consistent and of the highest quality. The Contractor shall document the findings of these routine assessments and present them, along with any recommended changes, to the Government in writing via the MSR. The Contractor shall provide professional graphic arts, graphic design, graphic editing, audio/video support and specialized multimedia support, but not limited to, for the following:

- E-learning package development to directly support the generation and maintenance of superior-quality of in-residence and on-line learning products
- On-line learning products such as *CyberCasts*, adjunct instructional videos and interactive graphics
- Formal learning materials associated with structured courses
- Books, student lab manuals, handouts, charts and similar items.

SECTION C – DESCRIPTION / SPECIFICATIONS / PERFORMANCE-BASED  
STATEMENT OF WORK

All online materials shall comply with and conform to DoD standards for interoperability and cross platform integration and Sharable Content Object Reference Model (SCORM) requirements, unless exempted in writing by the Government.

**C.5.4.8 SUBTASK 8 - IT SYSTEMS LIFE CYCLE MANAGEMENT**

The contractor shall provide life cycle management for all IT systems used to develop and deliver DCITA training to include the Online Training System. IT life cycle management reporting shall be integrated into the Online Training System and made available to the Government.

**C.5.4.9 SUBTASK 9 - PROGRAM INFORMATION CENTER**

The contractor shall develop and maintain a secure, web based (preferably located within Online Training System) Program Information Center (PIC). The PIC shall document DCITA's operations, policies, procedures, program performance metrics, goals, and objectives. The PIC shall be developed by the end of Fiscal Year 2015 (Section F, Deliverable 33).

The PIC shall have the technical capability to provide to the Government, Curriculum Manager, and selected contract personnel the following:

1. Dash Board – providing at a glance summaries of operations, up to date metrics (as set forth by the Government) and problem notifications.
2. Query – allowing the Government to generate custom reports from the LMS (Online Training System) as needed and necessary.
3. Resource management including financial resource management, budgeting, procurement, IT inventory life-cycle management, and physical asset management.

The PIC shall also, at a minimum, address the following:

1. DCITA's Instructional Systems Design (ISD) processes, work flows, and procedures
2. Resource management information to include processes, work flows, and procedures and primary points of contact.
3. Classroom configuration processes and procedures
4. Security and Safety Information / Points of Contact, processes and procedures
5. Course Schedule
6. Help Desk

The PIC shall have the technical capability of providing a bulletin board or similarly designed interface allowing for open / secure informal communications between Government and contractor personnel. To safeguard salary, rate, and other sensitive information, the offeror's PIC solution may segregate such data into a separate database or application, with additional access controls and user authentication. Upon completion the PIC shall have the ability to produce the necessary reports throughout the following sections of this requirement:

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SECTION C – DESCRIPTION / SPECIFICATIONS / PERFORMANCE-BASED  
STATEMENT OF WORK

1. Registrar's Office Reports (Section C.5.2.1)
2. Surveys and Assessments (Section C.5.3.5)
3. Course Summary Report (Section C.5.3.11)

## SECTION D - PACKAGING AND MARKING

NOTE: The Section numbers in this TO correspond to the Section numbers in the Alliant Contract.

### **D.4 DELIVERABLES MEDIA**

The contractor shall provide electronic copies of each deliverable. Electronic copies shall be delivered via email attachment or other media by mutual agreement of the parties. The electronic copies shall be compatible with current MS Office products or other applications as appropriate and mutually agreed to by the parties.

## SECTION E - INSPECTION AND ACCEPTANCE

NOTE: The Section numbers in this TO correspond to the Section numbers in the Alliant Contract.

### **E.2 PLACE OF INSPECTION AND ACCEPTANCE**

Inspection and acceptance of all work performance, reports, and other deliverables under this TO shall be performed by DC3/DCITA TPOC and the FEDSIM COR.

### **E.3 SCOPE OF INSPECTION**

All deliverables will be inspected for content, completeness, accuracy, and conformance to TO requirements by the FEDSIM COR. Inspection may include validation of information or software through the use of automated tools, testing, or inspections of the deliverables, as specified in the TO. The scope and nature of this inspection will be sufficiently comprehensive to ensure the completeness, quality, and adequacy of all deliverables.

The Government requires a period NTE 15 workdays after receipt of final deliverable items for inspection and acceptance or rejection.

### **E.4 BASIS OF ACCEPTANCE**

The basis for acceptance shall be compliance with the requirements set forth in the TO, the contractor's proposal, and relevant terms and conditions of the contract. Deliverable items rejected shall be corrected in accordance with the applicable clauses.

For IT development, the final acceptance will occur when all discrepancies, errors, or other deficiencies identified in writing by the Government have been resolved through documentation updates, program correction, or other mutually agreeable methods.

Reports, documents, and narrative-type deliverables will be accepted when all discrepancies, errors, or other deficiencies identified in writing by the Government have been corrected.

If the draft deliverable is adequate, the Government may accept the draft and provide comments for incorporation into the final version.

All of the Government's comments on deliverables must either be incorporated in the succeeding version of the deliverable, or the contractor must demonstrate to the Government's satisfaction why such comments should not be incorporated.

If the Government finds that a draft or final deliverable contains spelling errors, grammatical errors, or improper format, or otherwise does not conform to the requirements stated within this TO, the document may be immediately rejected without further review and returned to the contractor for correction and resubmission. If the contractor requires additional Government guidance to produce an acceptable draft, the contractor shall arrange a meeting with the FEDSIM COR.

### **E.5 DRAFT DELIVERABLES**

The Government will provide written acceptance, comments, and/or change requests, if any, within 15 workdays (unless specified otherwise in Section F) from Government receipt of the draft deliverable. Upon receipt of the Government's comments, the contractor shall have ten

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## SECTION E - INSPECTION AND ACCEPTANCE

workdays to incorporate the Government's comments and/or change requests and to resubmit the deliverable in its final form.

### **E.6 WRITTEN ACCEPTANCE/REJECTION BY THE GOVERNMENT**

The CO/COR will provide written notification of acceptance or rejection of all final deliverables within 15 workdays (unless specified otherwise in Section F). All notifications of rejection will be accompanied with an explanation of the specific deficiencies causing the rejection.

### **E.7 NON-CONFORMING PRODUCTS OR SERVICES**

Non-conforming products or services will be rejected. Deficiencies will be corrected, by the contractor, within ten workdays of the rejection notice. If the deficiencies cannot be corrected within ten workdays, the contractor shall immediately notify the FEDSIM COR of the reason for the delay and provide a proposed corrective action plan within ten workdays.

If the contractor does not provide products or services that conform to the requirements of this TO, the Government will document the issues associated with the non-conforming products or services in the award fee determination report, and there will be an associated reduction in the earned award fee.

## SECTION F – DELIVERABLES OR PERFORMANCE

NOTE: The Section numbers in this TO correspond to the Section numbers in the Alliant Contract.

### **F.3 TASK ORDER PERIOD OF PERFORMANCE**

The period of performance for this TO is a one-year Base Period with 4 one-year Option Periods.

### **F.4 PLACE OF PERFORMANCE**

The primary places of performance for work performed under this requirement shall be located at,

DC3/DCITA  
911 Elkridge Landing  
Suite 200  
Linthicum, MD 21090

DC3/DCITA  
1306 Concourse Drive  
Linthicum, MD 21090

#### Alternate Work Locations / Secondary Places of Performance

Pursuant to section C.5.2.7 the Government may request the contractor to provide facilities to house DCITA personnel and/or deliver DCITA's courses. If the Government elects to utilize contractor provided space the Contractor shall be responsible for ensure the space is, at a minimum, compliant with the following requirements:

1. The Contractor is responsible for and shall provide all common facility overhead services (power, water, air conditioning, etc.).
2. The provided space shall be compliant with all applicable building and fire codes and regulations.
3. The provided space shall be for the sole use of DCITA personnel for the period mutually agreed upon between the Government and contractor.
4. The provided space shall have controlled access
5. The Government shall have, at a minimum, one office space, with locking door, so that Government oversight of the distributed contractor workforce can be maintained.
6. The contractor shall provide internet connectivity for all staff and/or students utilizing the space



## SECTION F – DELIVERABLES OR PERFORMANCE

Long distance travel is anticipated to be required mostly in support of Mobile Training Team (Section C.5.3.6.1).

### **F.5 DELIVERABLES**

The following schedule of milestones will be used by the FEDSIM COR to monitor timely progress under this TO.

The following abbreviations are used in this schedule:

IAW: In Accordance With

NLT: No Later Than

PS: Project Start

TOA: Task Order Award

All references to Days: Government Workdays (WD)

Deliverables are due the next Government workday if the due date falls on a holiday or weekend.

The contractor shall submit the deliverables listed in the following table:

#	MILESTONE/DELIVERABLE	CLIN	PWS REFERENCE	PLANNED COMPLETION DATE
1	Project Start (PS)			At TOA
2	Kick-Off Meeting	X001	C.5.1.1	Within 25 WD of TOA
3	Draft Project Management Plan	X001	C.5.1.2	NLT 5 WD after PS
4	Final Project Management Plan	X001	C.5.1.2	Within 30 WD after award
5	Update Project Management Plan	X001	C.5.1.3	As needed, no less frequently than annually
6	Update Quality Control Plan	X001	C.5.1.4.1	IAW PMP
7	Monthly Status Report	X001	C.5.1.5	10 <sup>th</sup> day of the subsequent month
8	Operational Status Meeting	X001	C.5.1.6	IAW Monthly Status Report
9	Operational Status Meeting Minutes	X001	C.5.1.6	NLT 5 WD after Operational Status Meeting
10	Risk Management Plan	X001	C.5.1.7	IAW PMP
11	Supply Chain Risk Management Plan	X001	C.5.1.7	IAW PMP
12	Long-Distance Trip Summary	X001	C.5.1.9	NLT 5 WD after trip completion
13	Transition-In Plan	X001	C.5.1.10	Within 5 WD of TOA
14	Transition-Out Plan	X001	C.5.1.11	NLT 90 calendar days prior to TO expiration date
15	IPR Agenda	X001	C.5.1.12	NLT 5 WD prior to IPR
16	MSCHE Strategic Plan	X001	C.5.2.4	120 days after TOA
17	Strategic Communication Plan	X001	C.5.2.5	PS + 6 months and updated as needed. Progress reported to IPR
18	DCITA Course Calendar	X001	C.5.3.4	Annually
19	Course Project Plan	X001	C.5.3.7	Provided when new course developed

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#	MILESTONE/DELIVERABLE	CLIN	PWS REFERENCE	PLANNED COMPLETION DATE
20	Course Design Document	X001	C.5.3.8	Provided when new course developed
21	Lesson Plan	X001	C.5.3.9	Provided when new course developed
22	Instructor Guides	X001	C.5.3.9	Provided when new course developed
23	Student Guides	X001	C.5.3.9	Provided when new course developed
24	Student Lab Manuel's	X001	C.5.3.9	Provided when new course developed
25	Instructional Media	X001	C.5.3.9	Provided when new course developed
26	Student Assessment Materials	X001	C.5.3.9	Provided as needed per course
27	Student Evaluation Document	X001	C.5.3.11	Updated as needed per course
28	Course Summary Report	X001	C.5.3.11	5 WDs after beginning of each month
29	Student Evaluation Report	X001	C.5.3.11	As directed by the DC3/DCITA Director and Deputy Director
30	Configuration Management Plan	X001	C.5.4.3	30 days after TO award
31	DCITA Facility Diagrams	X001	C.5.3.6	Updated whenever facility modifications occur.
32	IT Systems Security Assessment Reports	X001	C.5.4.4	Within 5 WD of completed Assessments
33	PIC Development	X001	C.5.4.9	Within Fiscal Year 2015
34	Copy of TO (initial award and all modifications)		F.5.1	Within 10 workdays of award

**The contractor shall mark all deliverables listed in the above table to indicate authorship by contractor (i.e., non-Government) personnel; provided, however, that no deliverable shall contain any proprietary markings inconsistent with the Government's data rights set forth in this TO. The Government reserves the right to treat non-confirming markings in accordance with subparagraphs (e) and (f) of the FAR clause at 52.227-14.**

### **F.5.1 PUBLIC RELEASE OF CONTRACT DOCUMENTS REQUIREMENT**

The contractor agrees to submit, within ten workdays from the date of the Contracting Officer's execution of the initial TO (Section F, Deliverable 34), or any modification to the TO (exclusive of Saturdays, Sundays, and Federal holidays), a portable document format (PDF) file of the fully executed document with all proposed necessary redactions, including redactions of any trade secrets or any commercial or financial information that it believes to be privileged or confidential business information, for the purpose of public disclosure at the sole discretion of GSA. The contractor agrees to provide a detailed written statement specifying the basis for each of its proposed redactions, including the applicable exemption under the Freedom of Information Act

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## SECTION F – DELIVERABLES OR PERFORMANCE

(FOIA), 5 U.S.C. § 552, and, in the case of FOIA Exemption 4, 5 U.S.C. § 552(b)(4), shall demonstrate why the information is considered to be a trade secret or commercial or financial information that is privileged or confidential. Information provided by the contractor in response to the contract requirement may itself be subject to disclosure under the FOIA. Submission of the proposed redactions constitutes concurrence of release under FOIA.

GSA will carefully consider all of the contractor's proposed redactions and associated grounds for nondisclosure prior to making a final determination as to what information in such executed documents may be properly withheld.

### **F.5.2 DELIVERABLES MEDIA**

The contractor shall deliver all electronic versions by email and removable electronic media, as well as placing in the DC3/DCITA designated repository. The following are the required electronic formats, whose versions must be compatible with the latest, commonly available version on the market.

- |                |               |
|----------------|---------------|
| • Text         | MS Word       |
| • Spreadsheets | MS Excel      |
| • Briefings    | MS PowerPoint |
| • Drawings     | MS Visio      |
| • Schedules    | MS Project    |

### **F.6 PLACE(S) OF DELIVERY**

Unclassified deliverables and correspondence shall be delivered to the GSA Contracting Officer (CO) or Contracting Officer's Representative (COR) at the following address:

GSA FAS AAS FEDSIM  
ATTN: Patricia Bouker, COR  
1800 F Street, NW  
Suite 3100 (QF0B)  
Washington, D.C. 20405  
Telephone: 703-589-2937  
Email: [patty.bouker@gsa.gov](mailto:patty.bouker@gsa.gov)

Copies of all deliverables shall also be delivered to the DC3/DCITA TPOC at the following address:

To be provided at award.

### **F.7 NOTICE REGARDING LATE DELIVERY/PROBLEM NOTIFICATION REPORT (PNR)**

The contractor shall notify the FEDSIM COR via a Problem Notification Report (PNR) (Section J, Attachment P) as soon as it becomes apparent to the contractor that a scheduled delivery will be late. The contractor shall include in the PNR the rationale for late delivery, the expected date for the delivery, and the project impact of the late delivery. The FEDSIM COR will review the new schedule and provide guidance to the contractor. Such notification in no way limits any Government contractual rights or remedies including, but not limited to, termination.

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## SECTION G – CONTRACT ADMINISTRATION DATA

NOTE: The Section numbers in this TO correspond to the Section numbers in the Alliant Contract.

### **G.3.5 CONTRACTING OFFICER'S REPRESENTATIVE**

The CO appoints the following COR in writing through a COR Appointment Letter (Section J, Attachment A). The COR will receive, for the Government, all work called for by the TO and will represent the CO in the technical phases of the work. The COR will provide no supervisory or instructional assistance to contractor personnel.

The COR is not authorized to change any of the terms and conditions, scope, schedule, and price of the Contract or the TO. Changes in the scope of work will be made only by the CO by properly executed modifications to the Contract or the TO.

#### **G.3.5.1 CONTRACT ADMINISTRATION**

Contracting Officer:

Robert Wade  
GSA FAS AAS FEDSIM  
1800 F Street, NW  
Suite 3100 (QF0B)  
Washington, D.C. 20405  
Telephone: (202) 603-0283  
Email: [robert.wade@gsa.gov](mailto:robert.wade@gsa.gov)

Contracting Officer's Representative:

Patricia Bouker  
GSA FAS AAS FEDSIM  
1800 F Street, NW  
Suite 3100 (QF0B)  
Washington, D.C. 20405  
Telephone: (703) 589-2937  
Email: [patty.bouker@gsa.gov](mailto:patty.bouker@gsa.gov)

Technical Point of Contact:

Casimer Szyper  
Defense Cyber Crime Center (DC3)  
1306 Concourse Drive  
Linthicum, MD 20190  
Telephone: (410) 694-6646  
Email: [casimer.szyper@dc3.mil](mailto:casimer.szyper@dc3.mil)

### **G.9.6 INVOICE SUBMISSION**

The contractor shall submit Requests for Payments in accordance with the format contained in General Services Administration Acquisition Manual (GSAM) 552.232-25, PROMPT

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## SECTION G – CONTRACT ADMINISTRATION DATA

PAYMENT (NOV 2009), to be considered proper for payment. In addition, the following data elements shall be included on each invoice.

Task Order Number: *(from GSA Form 300, Block 2)*

Paying Number: *(ACT/DAC NO.) (From GSA Form 300, Block 4)*

FEDSIM Project Number: (Fill in project number)

Project Title: (Fill in project title)

The contractor shall certify with a signed and dated statement that the invoice is correct and proper for payment.

The contractor shall provide invoice backup data in accordance with the contract type, including detail such as labor categories, rates, and quantities of labor hours per labor category.

The contractor shall submit invoices as follows:

The contractor shall utilize FEDSIM's electronic Assisted Services Shared Information System (ASSIST) to submit invoices. The contractor shall submit invoices electronically by logging onto the following link (requires Internet Explorer to access the link):

<https://portal.fas.gsa.gov>

Log in using your assigned ID and password, navigate to the order against which you want to invoice, click the Invoices and Acceptance Reports link in the left navigator, and then click the *Create New Invoice* button. The AASBS Help Desk should be contacted for support at 877-472-4877 (toll free) or by email at [AASBS.helpdesk@gsa.gov](mailto:AASBS.helpdesk@gsa.gov). By utilizing this method, no paper copy of the invoice shall be submitted to GSA FEDSIM or the GSA Finance Center. However, the FEDSIM COR may require the contractor to submit a written "hardcopy" invoice with the client's certification prior to invoice payment.

### **G.9.6.1 INVOICE REQUIREMENTS**

The contractor shall submit a draft or advance copy of an invoice to the client POC for review prior to its submission to GSA. The contractor shall submit simultaneous copies of the invoice to both GSA and the client POC. Receipts are provided on an as requested basis.

The final invoice is desired to be submitted within six months of project completion.

#### **G.9.6.1.1 COST-PLUS-AWARD-FEE (CPAF) CLINs**

The contractor may invoice monthly on the basis of cost incurred for the CPAF CLINs. The invoice shall include the period of performance covered by the invoice and the CLIN number and title. All hours and costs shall be reported by CLIN element (as shown in Section B), by contractor employee, and shall be provided for the current billing month and in total from project inception to date. The contractor shall provide the invoice data in spreadsheet form with the following detailed information. The listing shall include separate columns and totals for the current invoice period and the project to date.

- a. Employee name (current and past employees)
- b. Employee company labor category

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## SECTION G – CONTRACT ADMINISTRATION DATA

- c. Employee Alliant labor category
- d. Monthly and total cumulative hours worked by task and CLIN
- e. Corresponding TO Proposed rate
- f. Cost incurred not billed by task and CLIN
- g. Current approved forward pricing rate agreement in support of indirect costs billed

All cost presentations provided by the contractor shall also include Overhead charges and General and Administrative charges and shall also include the Overhead and General and Administrative rates being applied.

The contractor may invoice after accepting the modification which includes the award fee determination and any corresponding deobligation of unearned fee. See the Award Fee Determination Plan in Section J, Attachment H for additional information on the award fee determination process.

### **G.9.6.1.2 OTHER DIRECT COSTS (ODCs)**

The contractor may invoice monthly on the basis of cost incurred for the ODC CLIN. The invoice shall include the period of performance covered by the invoice and the CLIN number and title. In addition, the contractor shall provide the following detailed information for each invoice submitted, as applicable. Spreadsheet submissions are required.

- a. Tools and/or ODCs purchased
- b. Consent to Purchase number or identifier
- c. Date accepted by the Government
- d. Associated CLIN
- e. Project-to-date totals by CLIN
- f. Cost incurred not billed
- g. Remaining balance of the CLIN

All cost presentations provided by the contractor shall also include Overhead charges, General and Administrative charges, and Fee.

### **G.9.6.1.3 TRAVEL**

Contractor costs for travel will be reimbursed at the limits set in the following regulations (see FAR 31.205-46):

- a. Joint Travel Regulation (JTR) - prescribed by the GSA, for travel in the contiguous U.S.
- b. Federal Travel Regulation (FTR) Volume 2, Department of Defense (DoD) Civilian Personnel, Appendix A - prescribed by the DoD, for travel in Alaska, Hawaii, and outlying areas of the U.S.

The contractor may invoice monthly on the basis of cost incurred for cost of travel comparable with the JTR/FTR. The invoice shall include the period of performance covered by the invoice, the CLIN number and title. Separate worksheets, in MS Excel format, shall be submitted for travel.

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## SECTION G – CONTRACT ADMINISTRATION DATA

CLIN/Task Total Travel: This invoice information shall identify all cumulative travel costs billed by CLIN/Task. The current invoice period's travel details shall include separate columns and totals and include the following:

- a. Travel Authorization Request number or identifier, approver name, and approval date
- b. Current invoice period
- c. Names of persons traveling
- d. Number of travel days
- e. Dates of travel
- f. Number of days per diem charged
- g. Per diem rate used
- h. Total per diem charged
- i. Transportation costs
- j. Total charges
- k. Explanation of variances exceeding 10% of the approved versus actual costs
- l. Indirect Handling Rate

All cost presentations provided by the contractor shall also include Overhead charges and General and Administrative charges.

## SECTION H – SPECIAL CONTRACT REQUIREMENTS

NOTE: The Section numbers in this TO correspond to the Section numbers in the Alliant Contract.

### **H.2 KEY PERSONNEL**

The personnel specified below are considered essential to the work being performed under this TO and may, with the consent of the contracting parties, be changed from time to time during the course of the contract by adding or deleting personnel or facilities, as appropriate. (CFR-2011-Title 48- Vol 7 – Section 3052.215-70).

The Government “may require the Contractor to prohibit its employees from working on this TO if continued employment becomes detrimental to the public’s interest for any reason including, but not limited to carelessness, insubordination, incompetence, or security concerns.”

Key personnel will provide to the Government their credentials during the bidding phase. Key positions must be approved by the Government prior to the award or the person assuming the duties associated with that position. Key personnel must speak and clearly communicate in English.

The following personnel are considered key for the entirety of this task order.

1. Program Manager
2. Lead Project Manager
3. Lead Curriculum Manager
4. Quality Assurance Lead
5. DCITA Schoolhouse Registrar
6. Lead Cybersecurity Engineer
7. Instructional Development and Delivery Manager



### **H.2.3 PROGRAM MANAGER**

The Program Manager (PM) is responsible for the whole of the DCITA program. The contractor shall designate an on-site PM empowered to commit the company and who shall be responsible for the performance of the work set forth in this task order.

The PM shall have authority to act for the Contractor on all matters relating to the daily operations of this task order and shall be responsible for all aspects of performance under this task-order.

Strategic planning, personnel management, subcontractor interface, customer relations, operational planning and management and reporting are some of the critical requirements of the PM position.

It is required that the PM has the following qualifications:

- Bachelor's Degree within a field similar to the scope of this requirement
- Project Management Professional (PMP) credentials
- Experience managing and supervising employees of various labor categories and skills in projects similar in size and scope as referenced under this TO.
- Experience managing various assignments and prioritizing daily operational issues

It is desirable that the PM have the following qualifications:

- Master's Degree within a field similar to the scope of this requirement
- Federal cyber-crime investigations experience (DoD experience preferred)
- Knowledge/Experience in Cyber Training and Investigations
- Experience implementing approaches to improve training services and/or cut costs through the use of current technologies

### **H.2.4 LEAD PROJECT MANAGER**

The Lead Project Manager is responsible for the daily management and control over the various projects and supporting initiatives undertaken at DCITA. The Lead Project Manager is responsible for de-conflicting projects and initiatives and for ensuring the government's priorities and requirements are reflected and supported in all projects and initiatives undertaken at DCITA. The Lead Project Manager shall have full authority (in the absence of the PM) to act for the Contractor on all matters relating to the daily operations of this task order and shall be responsible for all aspects of performance under this task order. It is required that the Lead Project Manager has the following qualifications:

- Bachelor's Degree within a field similar to the scope of this requirement
- Project Management Professional (PMP) credentials
- Experience managing various assignments and prioritizing daily operational issues
- Experience identifying user requirements, translating the requirements into project plans, implementing plans, and presenting project status/plan briefings to the Government (DoD experience preferred).

It is desirable that the Lead Project Manager have the following qualifications:

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- Master's Degree within a field similar to the scope of this requirement
- Federal cyber-crime investigations experience (DoD experience preferred)
- Knowledge/Experience in Cyber Training and Investigations
- Experience implementing approaches to improve training services and/or cut costs through the use of current technologies

### **H.2.5 LEAD CURRICULUM MANAGER**

The Contractor shall designate an on-site lead for DCITA curriculum development and ensuring instructor preparedness.

It is required that the Lead Curriculum Manager has the following qualifications:

- Master's Degree in Educational Theory/Instructional Design or similar field
- 5 or more years of experience developing, evaluating, or improving training courses and/or programs
- Experience implementing innovative methodologies that have improved instructional design processes
- Experience identifying training requirements and curriculum based on the analysis of user needs and technology evolution
- Experience developing and implementing a continuous training maintenance program that includes training evaluations using trainee feedback.
- Experience developing trainee assessments with respect to established criteria or standards aimed at proper task performance
- Experience developing/implementing a tracking system established that allows changes and updates to the training materials to be performed efficiently

It is desirable that the Lead Curriculum Manager has the following qualification:

- PhD in Educational Theory/Instructional Design or similar field

### **H.2.6 QUALITY ASSURANCE LEAD**

The contractor shall designate Quality Assurance Lead responsible for implementing, directing, executing and maintaining the contractor's Quality Control Plan (C.5.1.4).

It is required that the Quality Assurance Lead has the following qualifications:

- Bachelor Degree in education, social science, engineering, computer science or related field.
- Experience with the delivery of cyber training to DoD or Federal personnel.
- Experience and proficiency with the ADDIE and ISD processes used within the USAF and at DCITA.
- Experience applying and validating instructional design and curriculum development methodologies and learning strategies in DoD or Federal Law Enforcement/Counterintelligence training programs

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It is desirable that the Instructional Delivery and Quality Assurance Lead has the following qualifications

- Master's Degree in education, social science, or related field.
- Knowledge and experience of the cyber training requirements (1000 – 4000 level) of DoD Cyber Mission Force Personnel to include members of Cyber Protection Teams (CPTs).
- Knowledgeable of current technologies and tools used by DoD Cyber Mission Forces and other DoD personnel whose duties include conducting cyber investigations and cyber operations.

### **H.2.7 DCITA SCHOOLHOUSE REGISTRAR**

The DCITA Registrar serves as the first point of contact for all customers to include students, faculty, DoD / Federal Training Managers and government personnel. Additionally, the DCITA Registrar provides direction and coordination of all facets of the DCITA Registrar's Office, to include student registration services, class schedules and oversight of the Academy's course withdrawal process.

It is required that the DCITA Registrar has the following qualifications:

- Bachelor's degree in student services, educational administration or a related area
- Experience in providing guidance and supervision for the management, security, and preservation of academic records.
- Experience in creating and presenting briefs and/or written/verbal reports

It is desirable that the DCITA Registrar has the following:

- Knowledge of DoD Records Management Requirements
- Experience in analyzing course prerequisites, certification and/or curriculum requirements

### **H.2.8 LEAD CYBERSECURITY ENGINEER**

The contractor shall designate a Lead Cybersecurity Engineer responsible for the secure design, development, operations, maintenance, and support of DCITA's information systems. The Lead Cybersecurity Engineer provides IT and cybersecurity guidance and serves as the DCITA virtual training platform (VTP) engineering lead. The Lead Cybersecurity Engineer works with SMEs and other stakeholders to identify, develop, integrate, and transition operational concepts and potential solutions through the process of requirements definition, concept development, and experimentation, analysis, and refinement in order to develop, operate, and maintain all DCITA networks in a secure fashion. The Lead Cybersecurity Engineer is responsible for defining and executing the processes for how the contractor provides the status on all POA&M's and makes recommendations to achieve full Authority to Operate for DCITA's information technology systems and applications contained therein.

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It is required that the Lead Cybersecurity Engineer has the following qualifications:

- Master's Degree in Computer Science, Computer Engineering, Software Engineering, Network Engineering or similar discipline
- Five (5) years' experience working in Systems Engineering, Software Engineering, Network Engineering or similar.
- Experience in system design, development and analysis, system integration, planning and design of large-scale learning management systems (LMS), content management systems (CMS) and supporting architectures, system prototyping, system testing and evaluation, and conduct of system demonstrations.
- Experience in prototyping new techniques in establishing enterprise systems of similar complexity and design to that of the DCITA's VTP
- Experience working with key stakeholders to ensure their understanding of the capabilities that LMS and CMS technologies enable
- Experience in overseeing changes to application frameworks in response to technology shifts or operational changes.
- DoD 8570.01 IAT Level III certified
- Experience in secure system design, development and analysis, system integration, planning and design of large-scale IT systems and supporting architectures, system prototyping, system testing
- Experience with DoD 8510.01 and the Risk Management Framework (RMF) to ensure that DCITA networks achieve and maintain proper Assessment and Authorization (A&A) in accordance with Government requirements

### **H.2.9 INSTRUCTIONAL DEVELOPMENT AND DELIVERY LEAD**

The Contractor shall designate an on-site lead for DCITA subject matter experts and ensuring instructor preparedness. The Instructional Development and Delivery Lead is responsible for all phases and tasks associated with instructional delivery. The Instructional Development and Delivery Lead is responsible for developing and implementing DCITA's instructor development program; to ensure continued improvement of the instructional staff.

It is required that the Instructional Development and Delivery Lead has the following qualifications:

- Bachelor's degree; preferably in business or management
- Six or more years of experience in leadership and management
- Experience with adult education and training
- Certified Technical Trainer Plus (CTT+) completed within 1 year of hire

It is desirable that the Instructional Development and Delivery Lead has the following qualifications

- Master's degree in business or related discipline
- Experience applying and validating instructional design and curriculum development methodologies and learning strategies in DoD or Federal Law

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- Experience in overseeing changes to application frameworks in response to technology shifts or operational changes.
- DoD 8570.01 IAT Level III certified
- Project Management Professional (PMP) and/or SCRUM master certification

### **H.2.10 KEY PERSONNEL SUBSTITUTION**

The contractor shall not replace any personnel designated as Key Personnel without the written concurrence of the CO. Prior to utilizing other than personnel specified in proposals in response to a TOR, the contractor shall notify the Government CO and the COR of the existing TO. This notification shall be no later than ten calendar days in advance of any proposed substitution and shall include justification (including resume(s) and labor category of proposed substitution(s)) in sufficient detail to permit evaluation of the impact on TO performance.

Substitute personnel qualifications shall be equal to, or greater than, those of the personnel being substituted. If the Government CO and the COR determine that the proposed substitute personnel is unacceptable, or that the reduction of effort would be so substantial as to impair the successful performance of the work under the TO, the contractor may be subject to default action as prescribed by FAR 52.249-6, Termination (Cost Reimbursement).

### **H.3 NON-KEY PERSONNEL QUALIFICATIONS**

#### **H.3.1 INSTRUCTIONAL STAFFING**

It is required that Instructional staff have the following qualifications:

- An Associate's Degree in the discipline they will be teaching OR 60 credit hours towards a Bachelor's Degree in the discipline they will be teaching OR 5 years' experience in the career field they will be instructing.
- Obtaining Certified Technical Trainer (CTT+) credentials within the one year of beginning work at DCITA.
- Experience delivering training following the ISD process.
- Possess and maintain a DoD 8570 (or successor) complaint IAT II (or better) certification within 90 days of beginning work at
- At least 30 percent of all instructors should have State, Federal and/or DoD LE/CI cyber investigations experience (DoD specific experience preferred)

The Government reserves the right to audit the contractor's instructional staff's qualifications during performance to ensure all staff comply with requirements specified in Section H.3.1 requirements.

### **H.5 GOVERNMENT-FURNISHED PROPERTY (GFP)**

Office space for contractor personnel will be provided at the place of performance. The Government will provide office space, desks/chairs, office supplies, computer hardware and software, facsimile services, telephone (DSN and commercial) services, and LAN/WAN

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(classified and unclassified) services required by on-site contractor personnel to support the DC3/DCITA requirements.

### **H.5.2 GOVERNMENT-FURNISHED INFORMATION (GFI)**

The Government will provide all necessary information, data, and documents to the contractor for work required under this TO. The Contractor shall use Government-furnished information, data, and documents only for performing work under this TO, and shall be responsible for returning all Government-furnished information, data, and documents to the Government at the end of the performance period. The Contractor shall not release Government-furnished information, data, and documents to outside parties without the prior and explicit consent of the CO.

### **H.7 SECURITY CONSIDERATIONS**

The DD Form 254 is applicable to this requirement and is provided in Section J, Attachment C. The contractor and all subcontractors must possess the required security clearance, based on job requirements, prior to performing functions on the TO. The contractor and all subcontractors must maintain the required security clearance throughout the life of the TO. The contractor shall use only U.S. citizens to perform work under the requirements of this TO. The contractor shall provide security clearance information to the DCITA Security and Information Assurance Offices.

Work on this TO may require that personnel have access to Privacy Information. Personnel shall adhere to the Privacy Act, Title 5 of the U.S. Code, Section 552A and applicable DC3/DCITA rules and regulations.

#### **H.7.2 INFORMATION ASSURANCE**

It is anticipated that any Contractor performing this work will require certification in accordance with DoD Directive 8570.01, Information Assurance Training, Certification, and Workforce Management, and DoD Manual 8570.01-M, Information Assurance Workforce Improvement Program.)

#### **H.7.3 SECURITY CLEARANCES**

All key personnel and project team members involved with data communications support require a TOP SECRET security clearance. Security Clearances for key people must be in place upon TO award.

All other Project Team members exposed to Law Enforcement Sensitive information will require a SECRET clearance upon TO award.

The Contractor shall ensure that all personnel have the clearance required for the workspace(s) where they will need to work and/or a proper escort for access to the workspace(s). The Contractor shall not depend on the Government personnel for escorts for access to the workspace(s).

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All Contractor personnel are required, prior to being granted access to DC3/DCITA networks and/or systems, to obtain the proper security clearances and attend a Security Briefing provided by the DCITA prior to being granted access to DCITA networks and/or systems.

### **H.7.3.1 SENSITIVE COMPARTMENTED INFORMATION REQUIREMENTS**

At a minimum, nine (9) project team members across the scope of the TO will require a TOP SECRET / SENSITIVE COMPARTMENTED INFORMATION (TS/SCI) security clearance. TS/SCI clearances for these staff are not required upon TO award. These project team members shall be distributed across the task area in the following means:

C.5.1 Task 1 – Program Management Support: minimum one (1) team member

C.5.2 Task 2 – DCITA Schoolhouse Operations Support: none (0) required

C.5.3 Task 3 – DCITA Courseware Support: minimum six (6) team members. These team members will be allocated to execute the following requirements: Curriculum Management, Emerging Threats and Technology, the Instructional Systems Design Process, Technical Editing, and Instructional Delivery and Quality Assurance.

C.5.4 Task 4 – DCITA Information Technology Support: minimum two (2) team members to execute IT Systems Security and Network Administration.

The number of Contractor team members possessing a TS/SCI security clearance shall not exceed 20% of the total Contractor staff without prior Government approval. The Contractor shall notify the Government before initiating a new TS/SCI security clearance request and provide the team member's name.

### **H.9 ORGANIZATIONAL CONFLICT OF INTEREST AND NON-DISCLOSURE REQUIREMENTS**

#### **H.9.1 ORGANIZATIONAL CONFLICT OF INTEREST**

In accordance with FAR 2.101(b), if the contractor (and any subcontractors, consultants, or teaming partners) has or is currently providing support or anticipates providing support to DC3/DCITA that creates or represents an actual or potential organizational conflict of interest (OCI), the contractor shall immediately disclose this actual or potential OCI in accordance with FAR Subpart 9.5. The contractor is also required to complete and sign an Organizational Conflict of Interest Statement in which the contractor (and any subcontractors, consultants, or teaming partners) agrees to disclose information concerning the actual or potential conflict with any proposal for any solicitation relating to any work in the TO. All actual or potential OCI situations shall be identified and addressed in accordance with FAR Subpart 9.5.

#### **H.9.2 NON-DISCLOSURE REQUIREMENTS**

If the contractor acts on behalf of, or provides advice with respect to any phase of an agency procurement, as defined in FAR 3.104-4, then the contractor shall execute and submit a

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Corporate Non-Disclosure Agreement (NDA) Form and ensure that all its personnel (to include subcontractors, teaming partners, and consultants) who will be personally and substantially involved in the performance of the TO:

- a. Are listed on a signed Addendum to Corporate Non-Disclosure Agreement (NDA) Form prior to the commencement of any work on the TO,
- b. Are instructed in the FAR 3.104 requirements for disclosure, protection, and marking of contractor bid or proposal information, or source selection information, and
- c. Are instructed in FAR Part 9 for third party disclosures when acting in an advisory capacity.

All proposed replacement contractor personnel also must be listed on a signed Addendum to Corporate NDA and be instructed in the requirements of FAR 3.104. Any information provided by contractors in the performance of this TO or obtained by the Government is only to be used in the performance of the TO. The contractor shall put in place appropriate procedures for the protection of such information and shall be liable to the Government for any misuse or unauthorized disclosure of such information by its personnel, as defined above.

### **H.14 SECTION 508 COMPLIANCE REQUIREMENTS**

Unless the Government invokes an exemption, all Electronic and Information Technology (EIT) products and services proposed shall fully comply with Section 508 of the Rehabilitation Act of 1973, per the 1998 Amendments, 29 United States Code (U.S.C.) 794d, and the Architectural and Transportation Barriers Compliance Board's Electronic and Information Technology Accessibility Standards at 36 Code of Federal Regulations (CFR) 1194. The contractor shall identify all EIT products and services provided, identify the technical standards applicable to all products and services provided and state the degree of compliance with the applicable standards. Additionally, the contractor must clearly indicate where the information pertaining to Section 508 compliance can be found (e.g., Vendor's or other exact web page location). The contractor must ensure that the list is easily accessible by typical users beginning at time of award.

### **H.16 COST ACCOUNTING SYSTEM**

The adequacy of the contractor's accounting system and its associated internal control system, as well as contractor compliance with the Cost Accounting Standards (CAS), affect the quality and validity of the contractor data upon which the Government must rely for its management oversight of the contractor and contract performance. The contractor's cost accounting system shall be adequate during the entire period of performance and shall permit timely development of all necessary cost data in the form required by the contract.

### **H.18 PURCHASING SYSTEMS**

The objective of a contractor purchasing system assessment is to evaluate the efficiency and effectiveness with which the contractor spends Government funds and complies with Government policy with subcontracting.

Prior to the award of a TO the CO shall verify the validity of the contractor's purchasing system. Thereafter, the contractor is required to certify to the CO no later than 30 calendar days prior to

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the exercise of any options the validity of their purchasing system. Additionally, if reviews are conducted of the purchasing system after the exercise of the option, the contractor shall provide the results of the review to the CO within 10 workdays from the date the results are known to the contractor.

### **H.23 TRAVEL**

#### **H.23.1 TRAVEL REGULATIONS**

Contractor costs for travel will be reimbursed at the limits set in the following regulations (see FAR 31.205-46):

- a. Federal Travel Regulations (FTR) - prescribed by the GSA, for travel in the contiguous U.S.
- b. Joint Travel Regulations (JTR), Volume 2, Department of Defense (DoD) Civilian Personnel, Appendix A - prescribed by the DoD, for travel in Alaska, Hawaii, and outlying areas of the U.S.
- c. Department of State Standardized Regulations (DSSR) (Government Civilians, Foreign Areas), Section 925, "Maximum Travel Per Diem Allowances for Foreign Areas" - prescribed by the Department of State, for travel in areas not covered in the FTR or JTR.

#### **H.23.2 TRAVEL AUTHORIZATION REQUESTS**

Before undertaking travel to any Government site or any other site in performance of this Contract, the contractor shall have this travel approved by, and coordinated with, the FEDSIM COR. Notification shall include, at a minimum, the number of persons in the party, traveler name, destination, duration of stay, purpose, and estimated cost. Prior to any long distance travel, the contractor shall prepare a Travel Authorization Request for Government review and approval. Long distance travel will be reimbursed for cost of travel comparable with the Joint Travel Regulations (JTR).

Requests for travel approval shall:

- a. Be prepared in a legible manner.
- b. Include a description of the travel proposed including a statement as to purpose.
- c. Be summarized by traveler.
- d. Identify the TO number.
- e. Identify the CLIN associated with the travel.
- f. Be submitted in advance of the travel with sufficient time to permit review and approval.

The contractor shall use only the minimum number of travelers and rental cars needed to accomplish the task(s). Travel shall be scheduled during normal duty hours whenever possible.

### **H.24 ODCs**

The Government may require the contractor to purchase hardware, software, and related supplies critical and related to the services being acquired under the TO. Such requirements will be identified at the time a TOR is issued or may be identified during the course of a TO by the

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Government or the contractor. If the contractor initiates a purchase within the scope of this TO and the prime contractor has an approved purchasing system, the contractor shall submit to the FEDSIM COR a Request to Initiate Purchase (RIP). If the prime contractor does not have an approved purchasing system, the contractor shall submit to the CO a Consent to Purchase (CTP). The RIP and CTP shall include the purpose, specific items, estimated cost, cost comparison, and rationale. The contractor shall not make any purchases without an approved RIP from the COR or an approved CTP from the CO and without complying with the requirements of Section H.25, Commercial Software Agreements.

### **H.25 COMMERCIAL SOFTWARE AGREEMENTS**

**H.25.1** The Government understands that commercial software tools that may be purchased in furtherance of this TO and as contemplated in the Tools and ODC CLINs may be subject to commercial agreements which may take a variety of forms, including without limitation licensing agreements, terms of service, maintenance agreements, and the like, whether existing in hard copy or in an electronic or online format such as "clickwrap" or "browsewrap" (collectively, "Software Agreements"). The parties acknowledge that the FAR clause at 12.212(a) requires the Government to procure such tools and their associated documentation under such Software Agreements to the extent such Software Agreements are consistent with Federal law.

**H.25.2** In order to ensure that the Software Agreements are consistent with Federal law, the contractor shall not make any purchase contemplated in Section C above without first securing the consent of the licensor of such software tools to amend the Software Agreements in accordance with the Amendment clause set forth in Section H.25.4 below. The contractor shall submit documentary evidence of such consent as part of its technical proposal.

**H.25.3** The requirements of this Section H apply only to those commercial software tools newly purchased under this TO; they do not apply to software furnished as GFI/GFE (if any). Further, they apply only to those Software Agreements that define the Government as the licensee or are intended to be transferred or assigned to the Government, with the Government becoming the licensee, at the end of this TO.

**H.25.4** As used in the Amendment clause, the term "this Agreement" refers to each Software Agreement. The relevant definitions and the capitalization of terms (e.g., Licensee, Licensor, Software, Agreement) may be adjusted as necessary to match the nomenclature of the Software Agreement.

#### Amendment

For Federal Government Licensees, this Agreement is hereby amended as follows:

1. ***Dispute resolution and governing law:*** Any arbitration, mediation or similar dispute resolution provision in this Agreement is hereby deleted. This Agreement shall be governed by and interpreted and enforced in accordance with the laws of the United States of America, and dispute resolution shall take place in a forum, and within the time period, prescribed by applicable federal law. To

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the extent permitted by federal law and then only to the extent not pre-empted by federal law, the laws of the state specified in this Agreement (excluding its choice of law rules) will apply. No equitable or injunctive relief, and no shifting of legal fees or costs, may be sought against the Federal Government Licensee except as, and then only to the extent, specifically authorized by applicable federal statute.

2. **Indemnification:** Any provisions in this Agreement requiring any Federal Government Licensee to indemnify any party are hereby deleted and shall not apply. Any provisions requiring the licensor to indemnify the Federal Government Licensee shall be revised to state that such indemnification, and the conduct and/or settlement of any applicable proceedings, shall be subject to 28 USC 516.
3. **Changes in templates:** This Agreement shall apply in the version attached hereto. Subsequent updates to or changes in the licensor's standard commercial templates for such agreements shall not be binding on the Federal Government Licensee, except by prior express written agreement of both parties.
4. **Fees, taxes and payment:** If the Software is licensed as part of a separate Government contract between the Federal Government Licensee and a prime contractor, the provisions of such contract regarding fees, taxes and payment shall supersede any provisions of this Agreement regarding same. Notwithstanding the foregoing: (a) express written agreement of the Federal Government Licensee shall be required prior to (i) any extension or renewal of this Agreement or the associated fees or (ii) any change in the fees; (b) late payments shall be governed by the Prompt Payment Act and the regulations at 5 CFR 1315; and (c) no cost of collection on delinquent invoices may be sought against the Federal Government Licensee except as, and then only to the extent, specifically authorized by applicable federal statute.
5. **Assignment:** Licensor may not assign this Agreement or its rights or obligations there under, in whole or in part, except in accordance with the procedures set forth in FAR subparts 32.8 and/or 42.12, as applicable.
6. **No waiver of liability or cause of action:** Any provision requiring the Federal Government Licensee to agree to waive or otherwise not to pursue any claim against the licensor it may otherwise have is hereby deleted. Without limiting the generality of the foregoing, the parties agree that nothing in this Agreement, including but not limited to the limitation of liability clauses, in any way grants the licensor a waiver from, release of, or limitation of liability pertaining to, any past, current or future violation of federal law and that no clause restricting users' statements shall be read to restrict the Federal Government Licensee's ability to pursue any course of action otherwise permitted by federal law, regulation, or policy, including without limitation making public statements in connection with any suspension or debarment action.
7. **Audit:** Any clauses in this Agreement allowing for an audit of the Federal Government Licensee's records or information systems, or verification of its compliance with this Agreement generally, shall be subject to the Federal Government Licensee's requirements pertaining to security matters, including without limitation clearances to be held and non-disclosure agreements to be

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executed by auditors, badging or escorting requirements for access to premises, and other applicable requirements. Any over-use identified in an audit shall be referred to the prime contractor or the Federal Government Licensee's contracting officer (as applicable) for action. No audit costs may be sought against the Federal Government Licensee except as, and then only to the extent, specifically authorized by applicable federal statute.

8. ***Compliance with laws:*** The parties acknowledge that the United States, as a sovereign, is subject to the laws of the United States. Nothing in this Agreement shall be interpreted to imply consent by any Federal Government Licensee to submit to the adjudicative or enforcement power of any regulatory, administrative, or judicial authority of, or the application of the laws of, another jurisdiction. Any provision inconsistent with applicable federal law that is not listed above is hereby deemed omitted from this Agreement to the extent of such inconsistency.
9. ***Third party terms:*** Any third party licensing terms associated with third-party software components or products embedded in or otherwise provided with the Software shall be deemed amended in accordance with sections 1-8 above.

### **H.26 INTELLECTUAL PROPERTY RIGHTS**

The existence of any patent, patent application or other intellectual property right that encumbers any deliverable must be disclosed in writing on the cover letter that accompanies the delivery. If no such disclosures are provided, the data rights provisions in FAR 52.227-14 apply. The Software Agreements referenced in Section H.25, amended as contemplated therein, shall be deemed to constitute such disclosure with regard to their associated commercial software tools and shall prevail over any inconsistent provision in FAR 52.227-14 to the extent of such inconsistency.

### **H.27 AWARD FEE**

See the Award Fee Determination Plan in **Section J, Attachment H**.

### **H.28 CONTRACTOR IDENTIFICATION**

As stated in 48 CFR 211.106, Purchase Descriptions for Service Contracts, contractor personnel shall identify themselves as contractor personnel by introducing themselves or being introduced as contractor personnel and by displaying distinguishing badges or other visible identification for meetings with Government personnel. Contractor personnel shall appropriately identify themselves as contractor employees in telephone conversations and in formal and informal written correspondence.

## SECTION I – CONTRACT CLAUSES

NOTE: The Section numbers in this TO correspond to the Section numbers in the Alliant Contract.

### **I.2 FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)**

This TO incorporates one or more clauses by reference with the same force and effect as if they were given in full text. Upon request the CO will make their full text available. Also, the full text of a provision may be accessed electronically at:

FAR website: <https://www.acquisition.gov/far/>

<b>Clause No</b>	<b>Clause Title</b>	<b>Date</b>
52.203-13	Contractor Code of Business Ethics and Conduct	(Apr 2010)
52.203-14	Display of Hotline Posters (fill in or provide link to client's posters)	(Dec 2007)
52.204.10	Reporting Executive Compensation and First Tier Subcontract Awards	(Jul 2013)
52.215-21	Requirements for Cost or Pricing Data or Information Other than Cost or Pricing Data – Modifications	(Oct 2010)
52.219-8	Utilization of Small Business Concerns	(Jul 2013)
52.223-15	Energy Efficiency in Energy Consuming Products	(Dec 2007)
52.223-16	IEEE 1680 Standard for the Environmental Assessment of Personal Computer Products	(Dec 2007)
52.227-14	Rights in Data – General	(Dec 2007)
52.227-14	Rights In Data – General Alternate II or III (Use FAR Clause (52.227-14))	(Dec 2007)
52.227-15	Representation of Limited Rights Data and Restricted Computer Software	(Dec 2007)
52.227-17	Rights In Data Special Works	(Dec 2007)
52.227-21	Technical Data Declaration Revision and Withholding of Payment – Major Systems	(Dec 2007)
52.232-18	Availability of Funds	(Apr 1984)
52.232-20	Limitation of Cost	(Apr 1984)
52.232-22	Limitation of Funds	(Apr 1984)
52.232-99	Providing Accelerated Payment to Small Business Subcontractors (Deviation)	(Aug 2012)
52.244-6	Subcontracts for Commercial Items	(Dec 2013)
52.251-1	Government Supply Sources	(Aug 2012)

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CLIN	CLIN TYPE	ESTIMATED COST	ESTIMATED AWARD FEE	TOTAL ESTIMATED	FUNDED AWARD FEE
0001	LABOR	(b) (4)	(b) (4)		
0002	TRAVEL				
0003	TOOLS				
0004	ODCs				
SUB					
1001	LABOR				
1002	TRAVEL				
1003	TOOLS				
1004	ODCs				
SUB					
2001	LABOR				
2002	TRAVEL				
2003	TOOLS				
2004	ODCs				
SUB					
3001	LABOR				
3002	TRAVEL				
3003	TOOLS				
3004	ODCs				
SUB					
4001	LABOR				
4002	TRAVEL				
4003	TOOLS				
4004	ODCs				
SUB					
TOTAL		(b) (4)		\$ 83,125,996	(b) (4)

Table does NOT reflect CAF